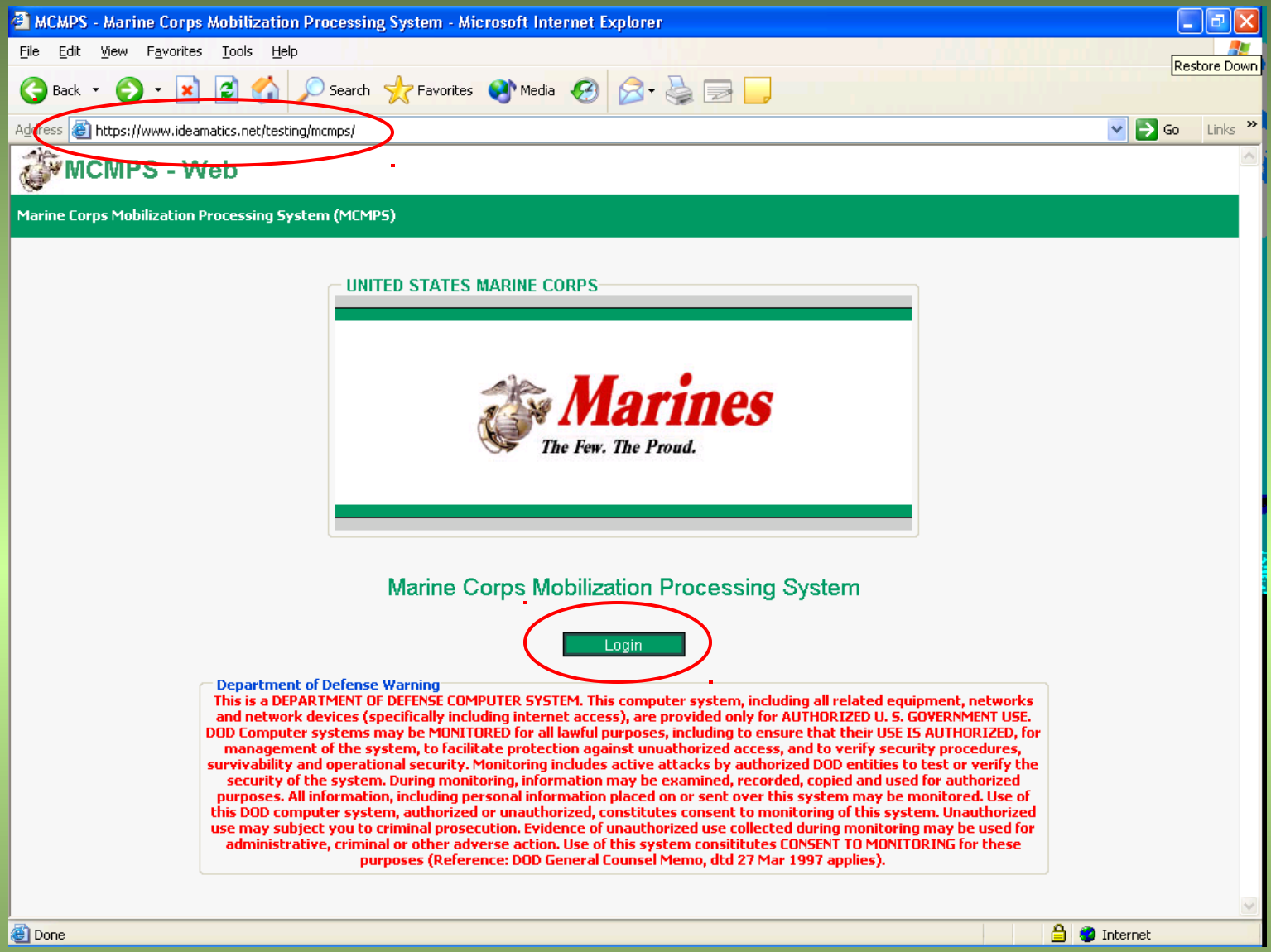
Manpower Requirements Tracking Module (MRTM)

Lesson 1:

How to build initial Individual Augmentation (IA) request

PURPOSE

- To provide step-by-step instructions for building an Individual Augmentation (IA) requirement in the MRTM.
- Brief details steps a user takes for submission of an IA request to MSC prio to submitting to a MARFOR/HQMC.


MCMPS - Marine Corps Mobilization Processing System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Restore Down
Back Search Favorites Media
Address https://www.ideamatics.net/testing/mcmps/
Go Links
MCMPS - Web
Marine Corps Mobilization Processing System (MCMPS)
UNITED STATES MARINE CORPS
Marines
The Few. The Proud.
Marine Corps Mobilization Processing System
Login
Department of Defense Warning
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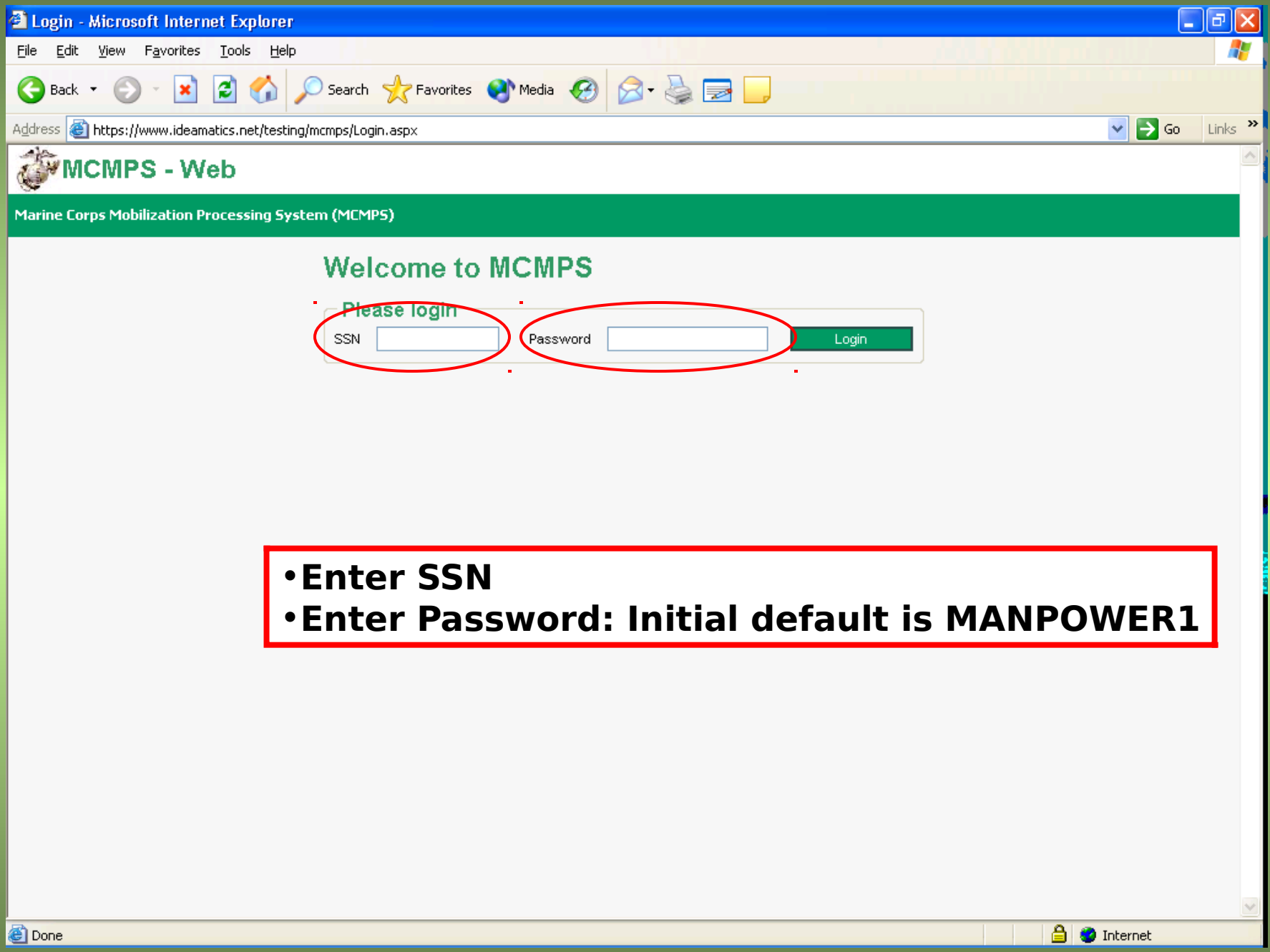
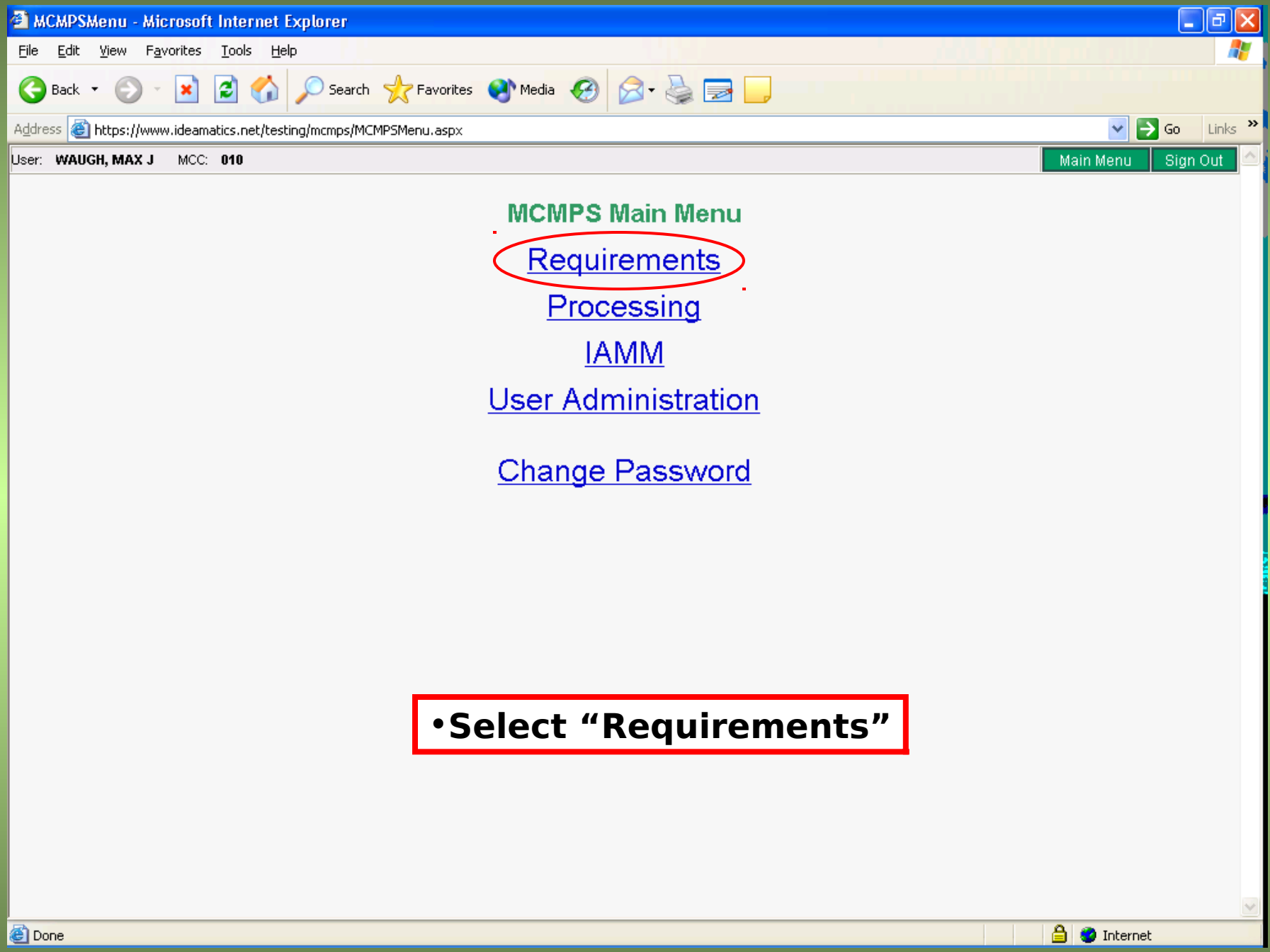
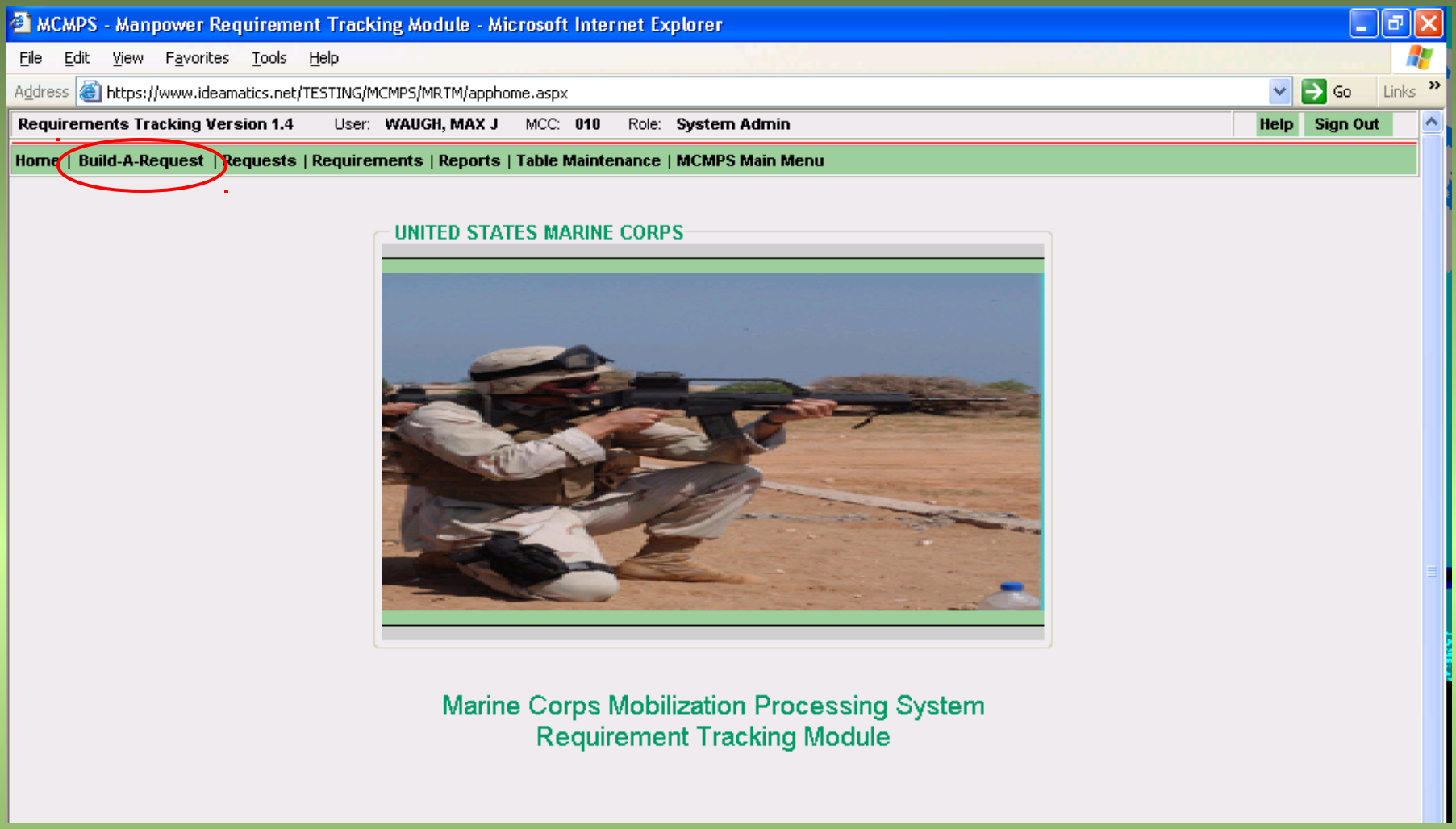
Done
Internet

- Enter WEB site (NOTE: Production site will have a different web-si
- Select “Login”

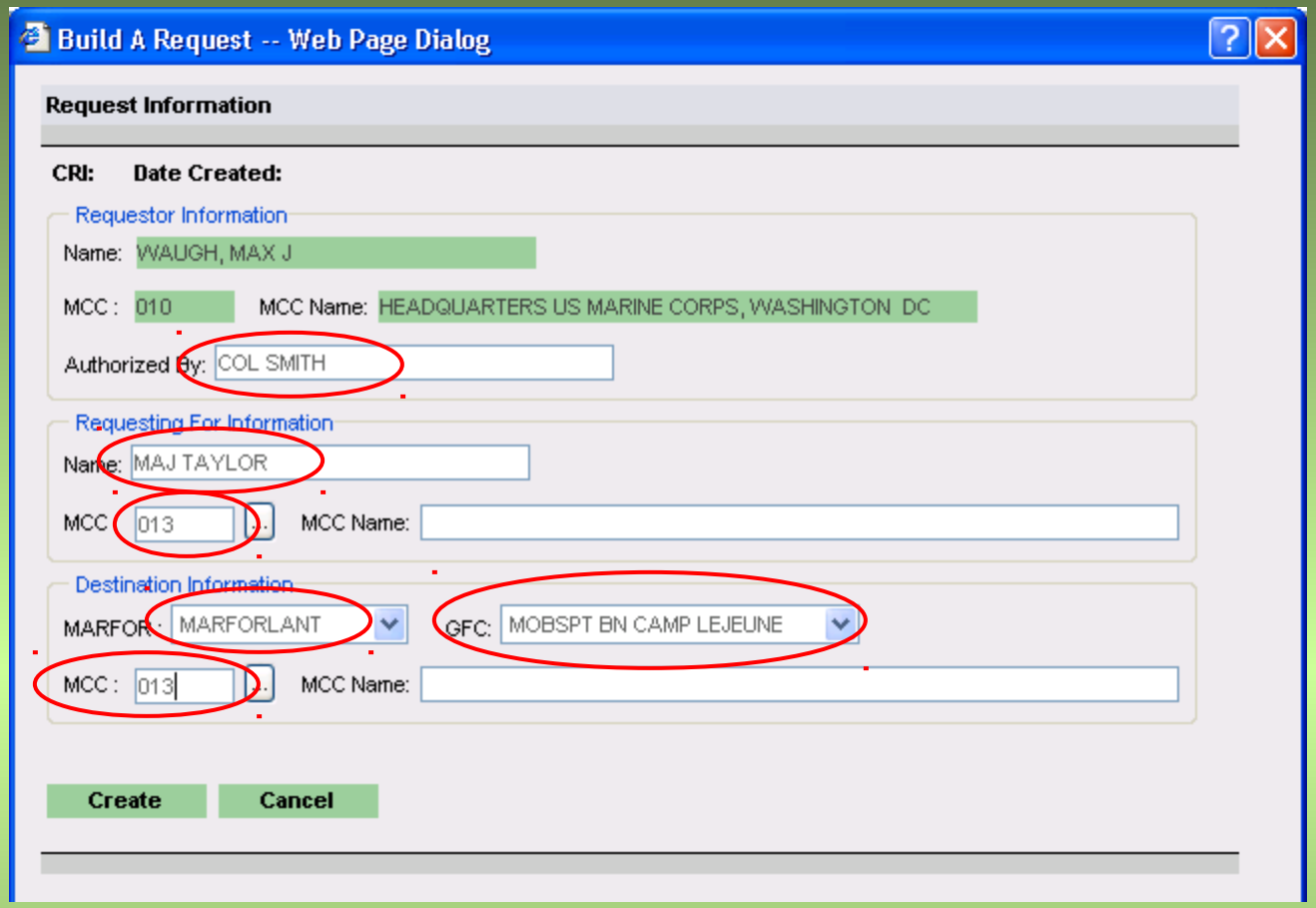

Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/testing/mcmps/Login.aspx
Go Links
MCMPS - Web
Marine Corps Mobilization Processing System (MCMPS)
Welcome to MCMPS
Please login
SSN
Password
Login
•Enter SSN
•Enter Password: Initial default is MANPOWER1
Done
Internet



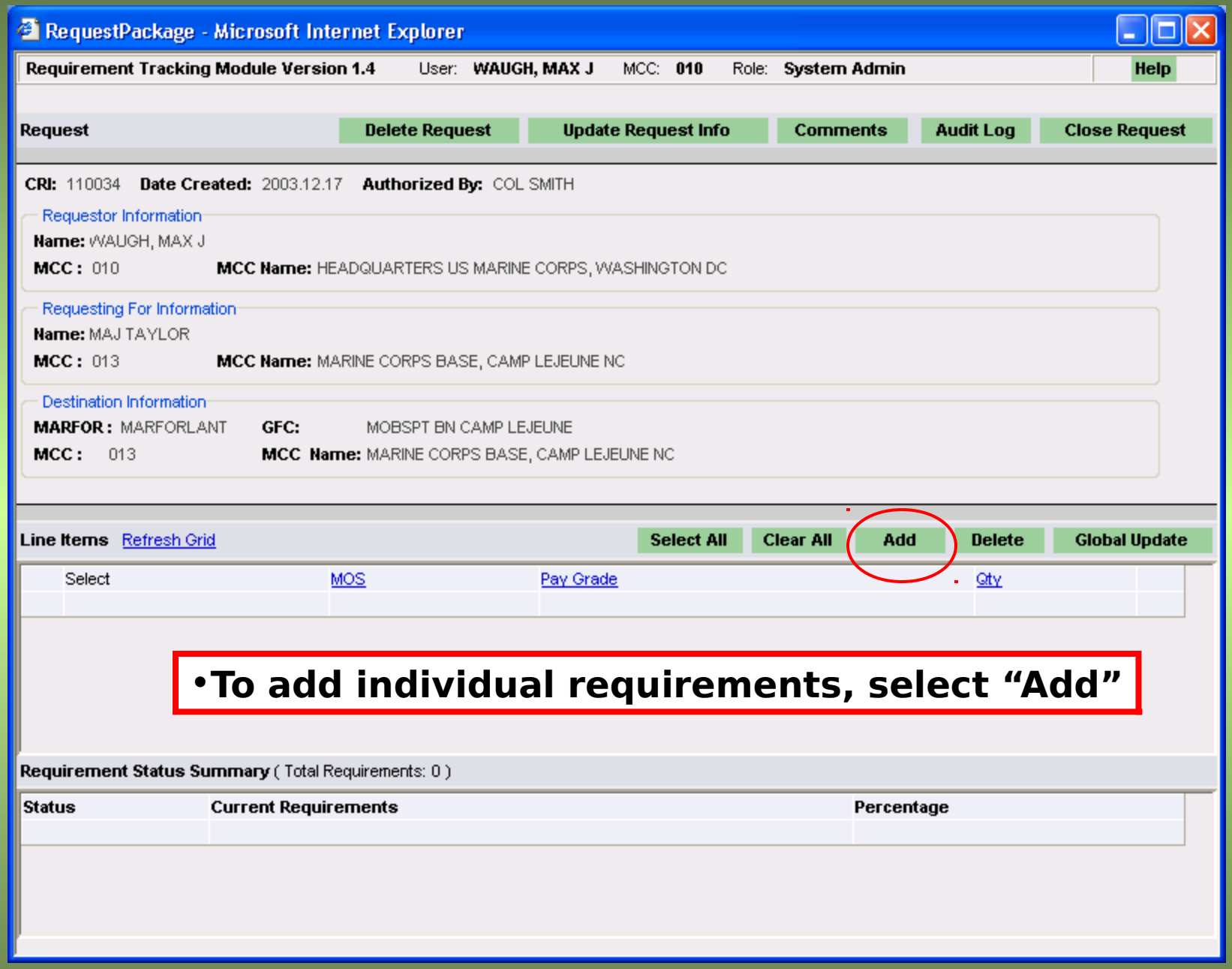
•**Select "Requirements"**

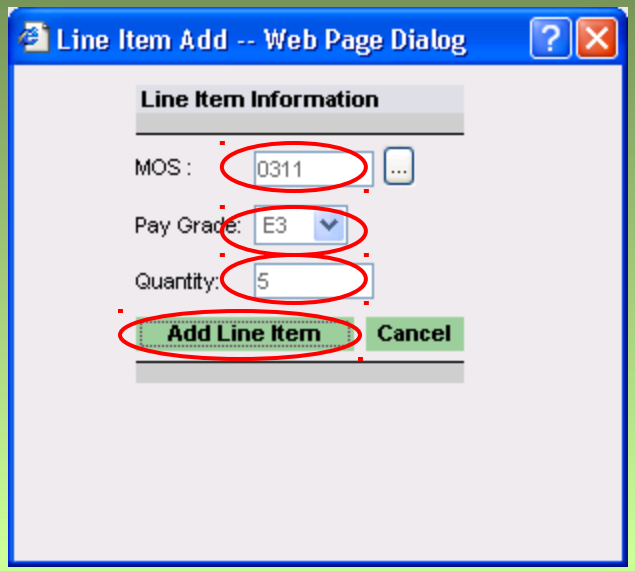

MCMPS - Manpower Requirement Tracking Module - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.ideamatics.net/TESTING/MCMPS/MRTM/apphome.aspx
Go
Links
Requirements Tracking Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
Sign Out
Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | MCMPS Main Menu
UNITED STATES MARINE CORPS
Marine Corps Mobilization Processing System
Requirement Tracking Module

- To build a request, select “Build-A-Request”
- Can also select “Requests” to view current requests.
- Can select “Requirements” to view/edit current individual requirements

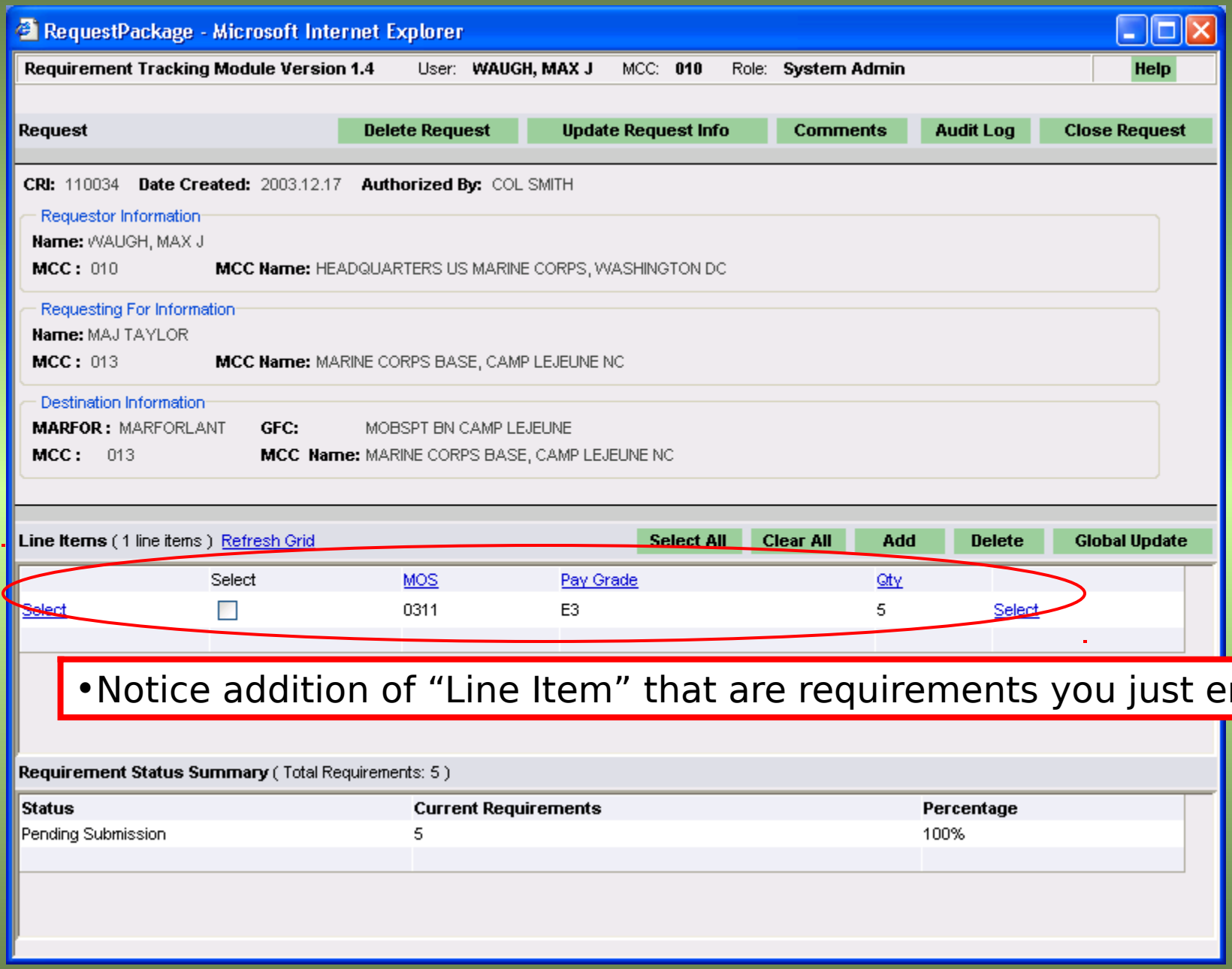


- Enter appropriate information
- Note: Can not enter text in MCC Name. Text will automatically be added once you select “Create”

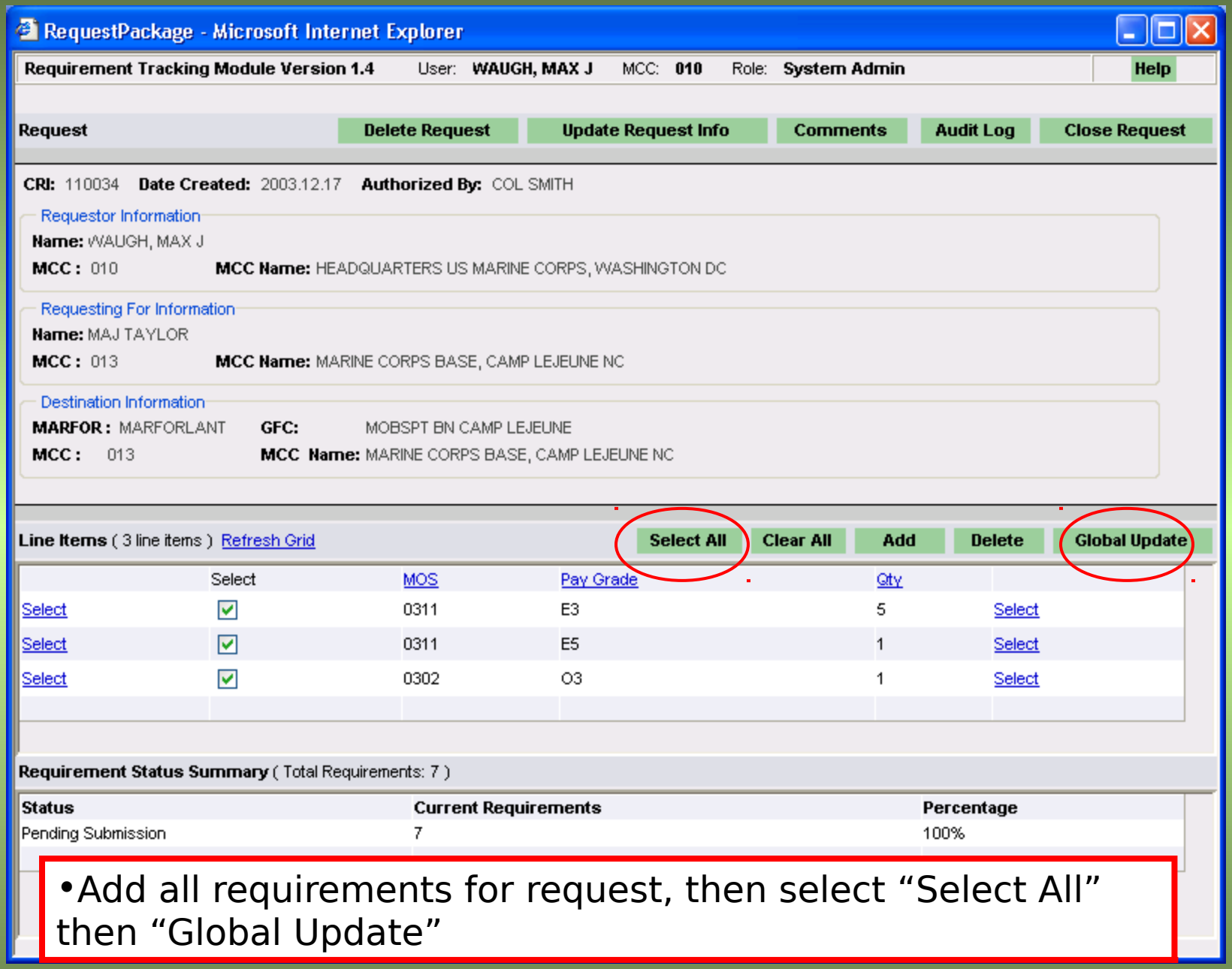

RequestPackage - Microsoft Internet Explorer
Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
Request
Delete Request
Update Request Info
Comments
Audit Log
Close Request
CRI: 110034 Date Created: 2003.12.17 Authorized By: COL SMITH
Requestor Information
Name: WAUGH, MAX J
MCC : 010 MCC Name: HEADQUARTERS US MARINE CORPS, WASHINGTON DC
Requesting For Information
Name: MAJ TAYLOR
MCC : 013 MCC Name: MARINE CORPS BASE, CAMP LEJEUNE NC
Destination Information
MARFOR : MARFORLANT GFC: MOBSPT BN CAMP LEJEUNE
MCC : 013 MCC Name: MARINE CORPS BASE, CAMP LEJEUNE NC
Line Items
Refresh Grid
Select All
Clear All
Add
Delete
Global Update
Select
MOS
Pay Grade
Qty
•To add individual requirements, select “Add”
Requirement Status Summary (Total Requirements: 0)
Status
Current Requirements
Percentage



- **Build requirements by selecting billet MOS**
- **Select Pay Grade**
- **Enter Quantity of that particular Grade/MOS required**
- **Once info is entered, select “Add Line Item”**



- Notice addition of “Line Item” that are requirements you just entered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Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
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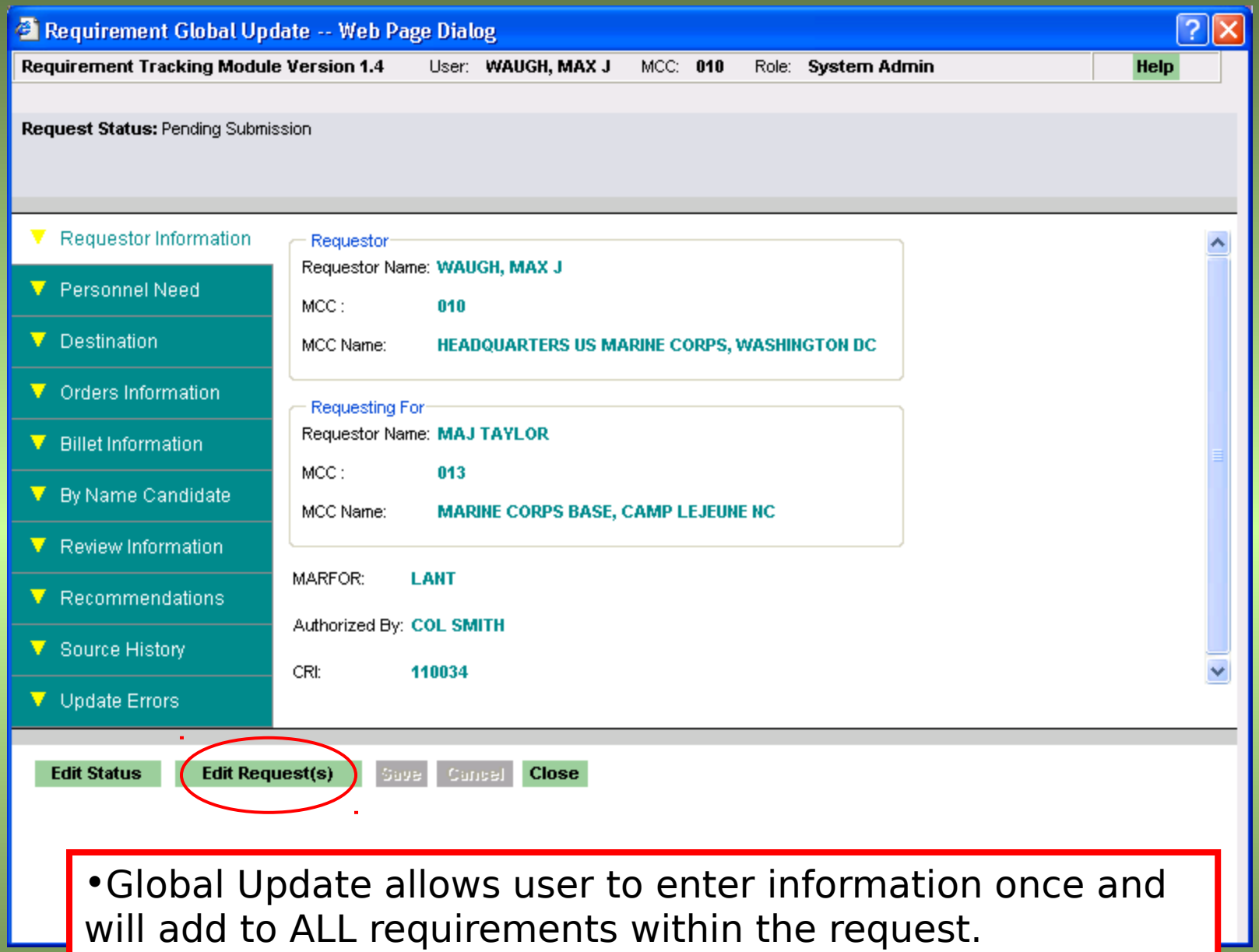
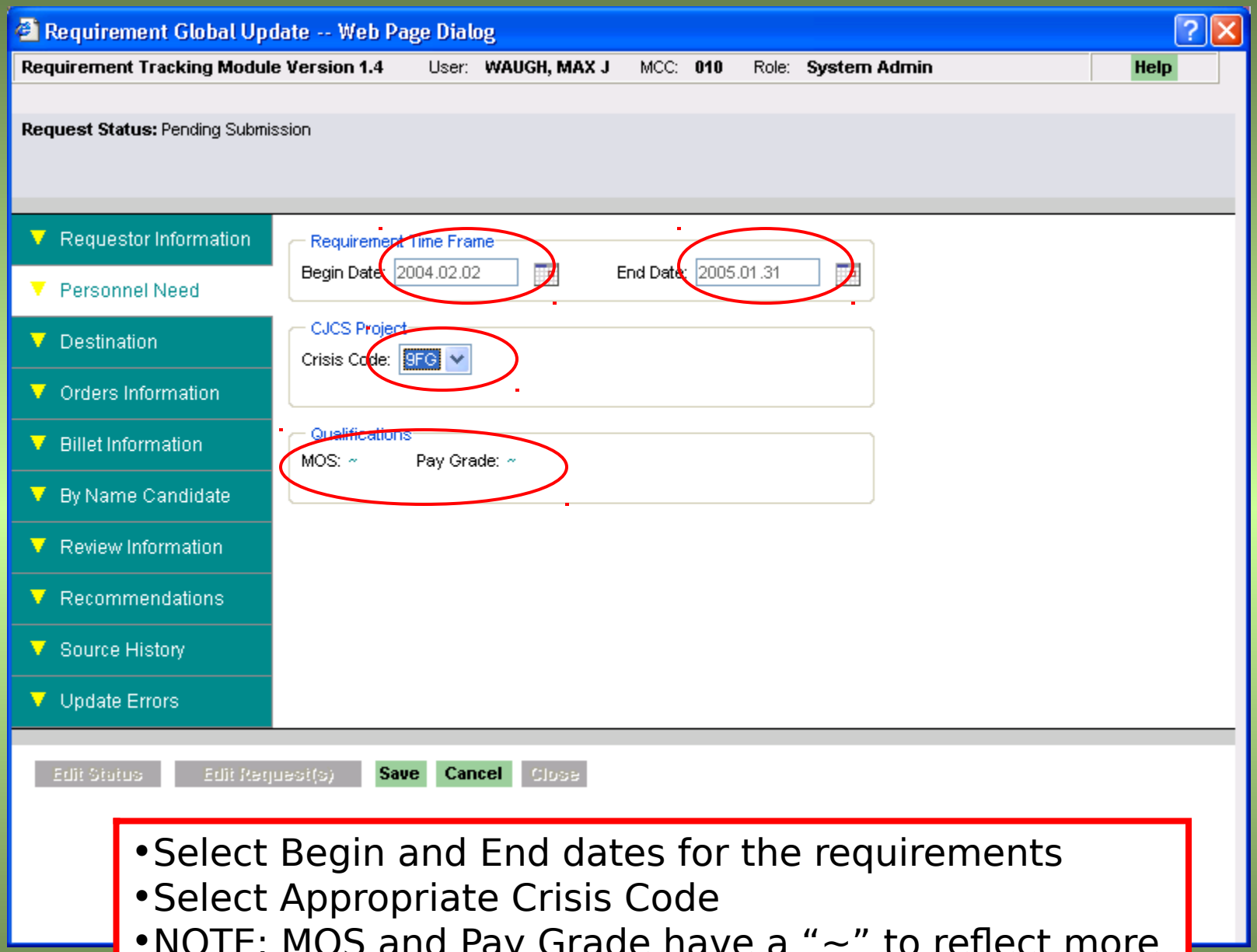
MARFOR : MARFORLANT GFC: MOBSPT BN CAMP LEJEUNE
MCC : 013 MCC Name: MARINE CORPS BASE, CAMP LEJEUNE NC
Line Items (3 line items) Refresh Grid
Select All
Clear All
Add
Delete
Global Update
Select MOS Pay Grade Qty
Select 0311 E3 5 Select
Select 0311 E5 1 Select
Select 0302 O3 1 Select
Requirement Status Summary (Total Requirements: 7)
Status Current Requirements Percentage
Pending Submission 7 100%

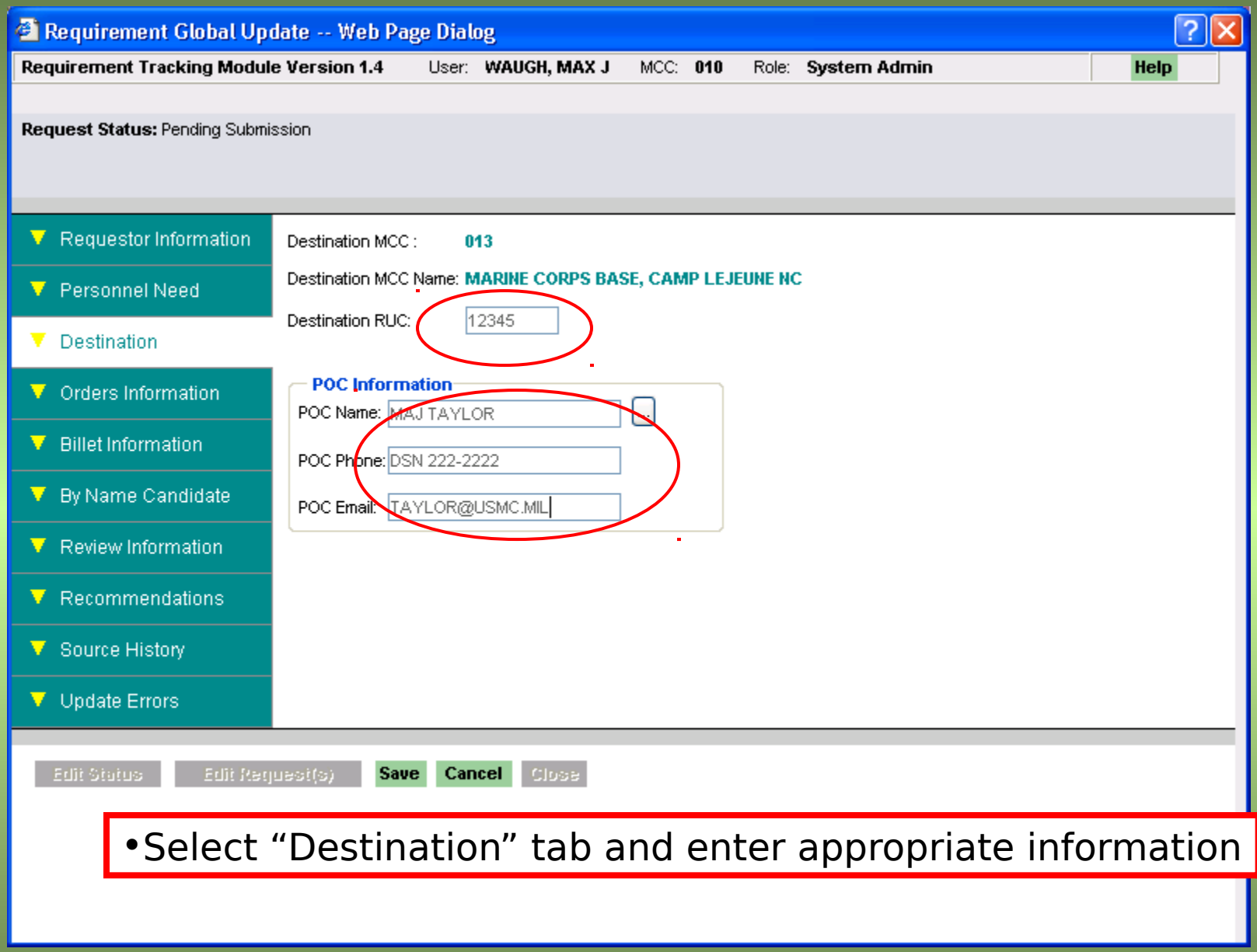
•Add all requirements for request, then select “Select All” then “Global Update”



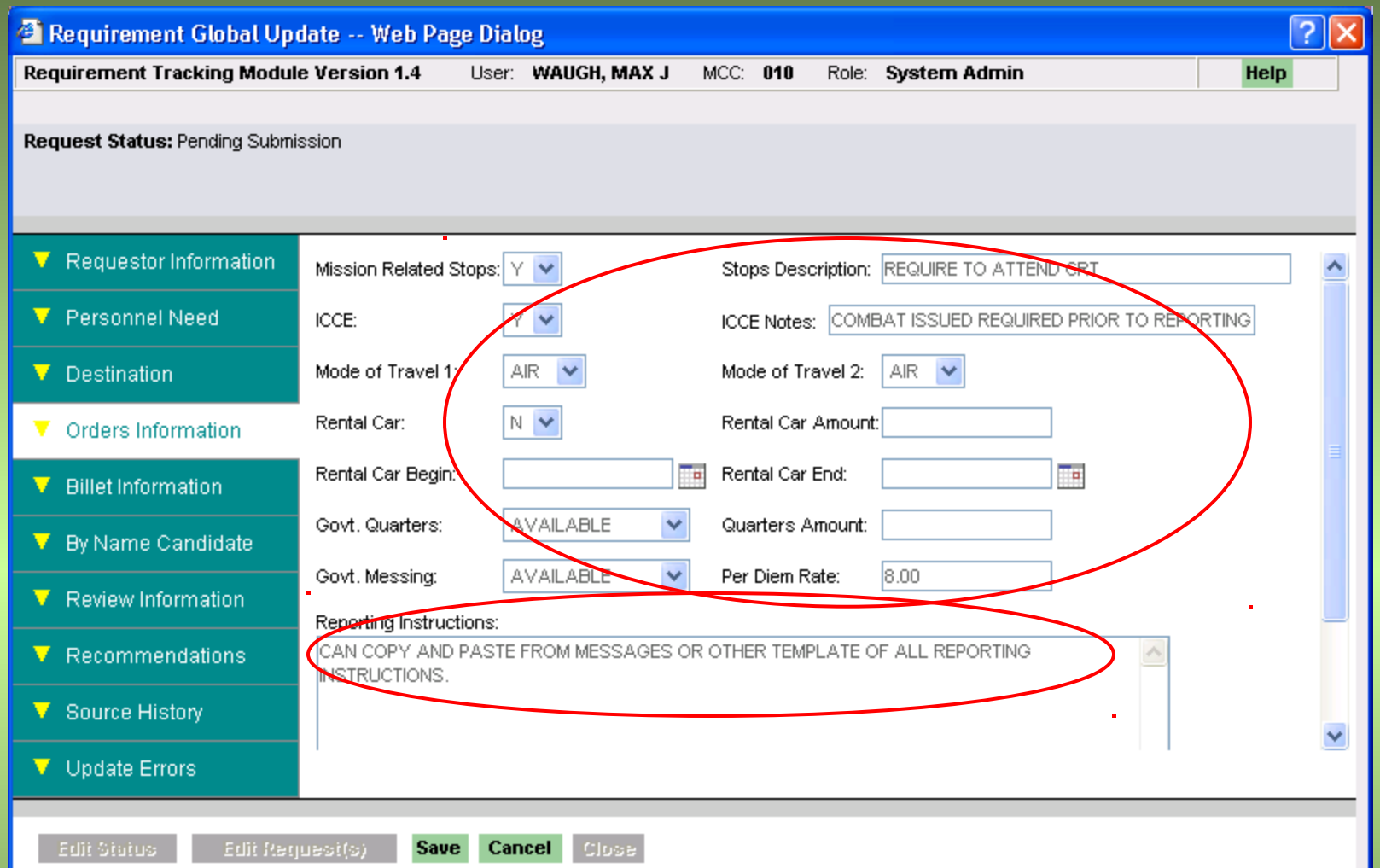
- Global Update allows user to enter information once and will add to ALL requirements within the request.
- Select “Edit Request(s)”



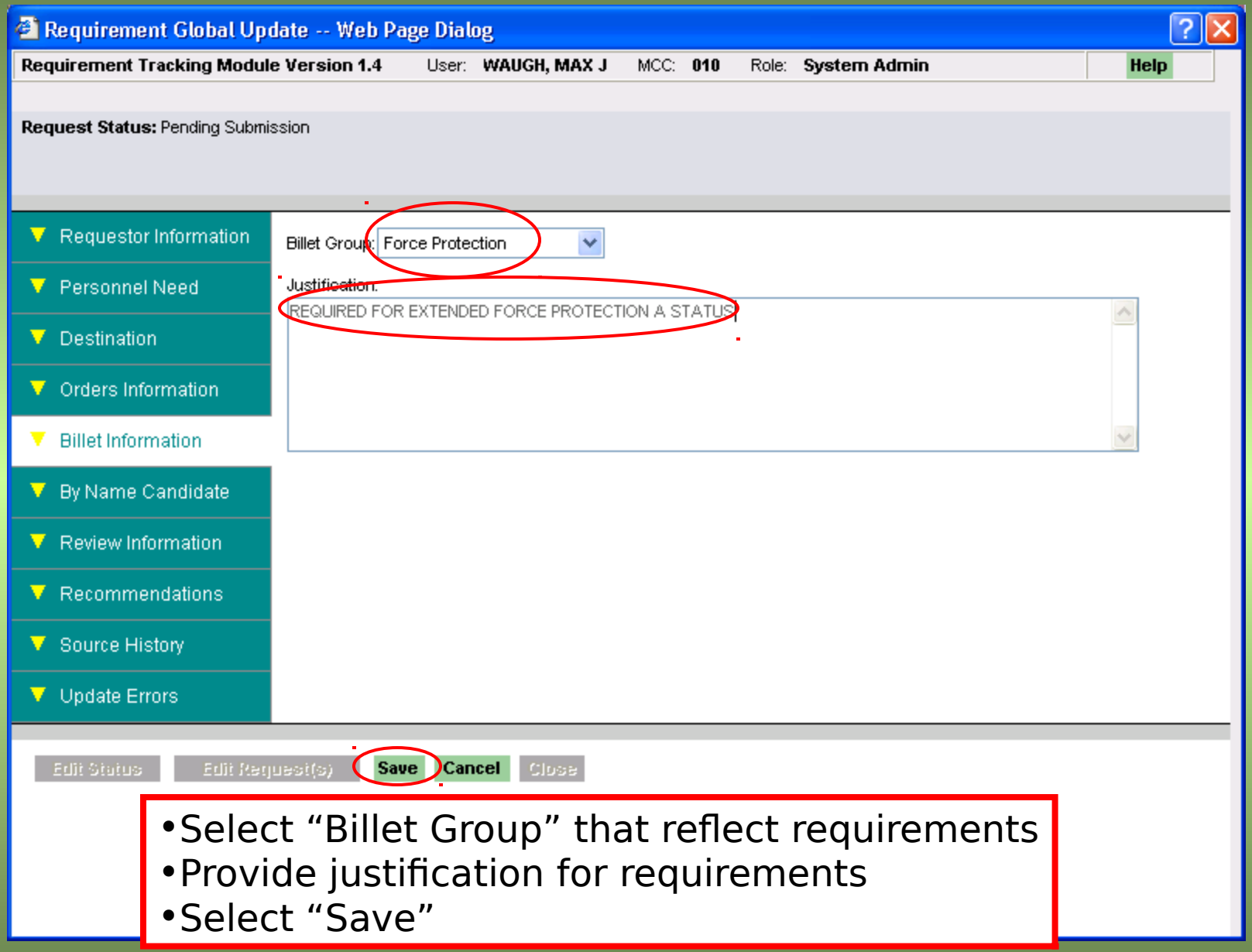
- Select Begin and End dates for the requirements
- Select Appropriate Crisis Code
- NOTE: MOS and Pay Grade have a "~" to reflect more than one MOS and Pay Grade are in the request



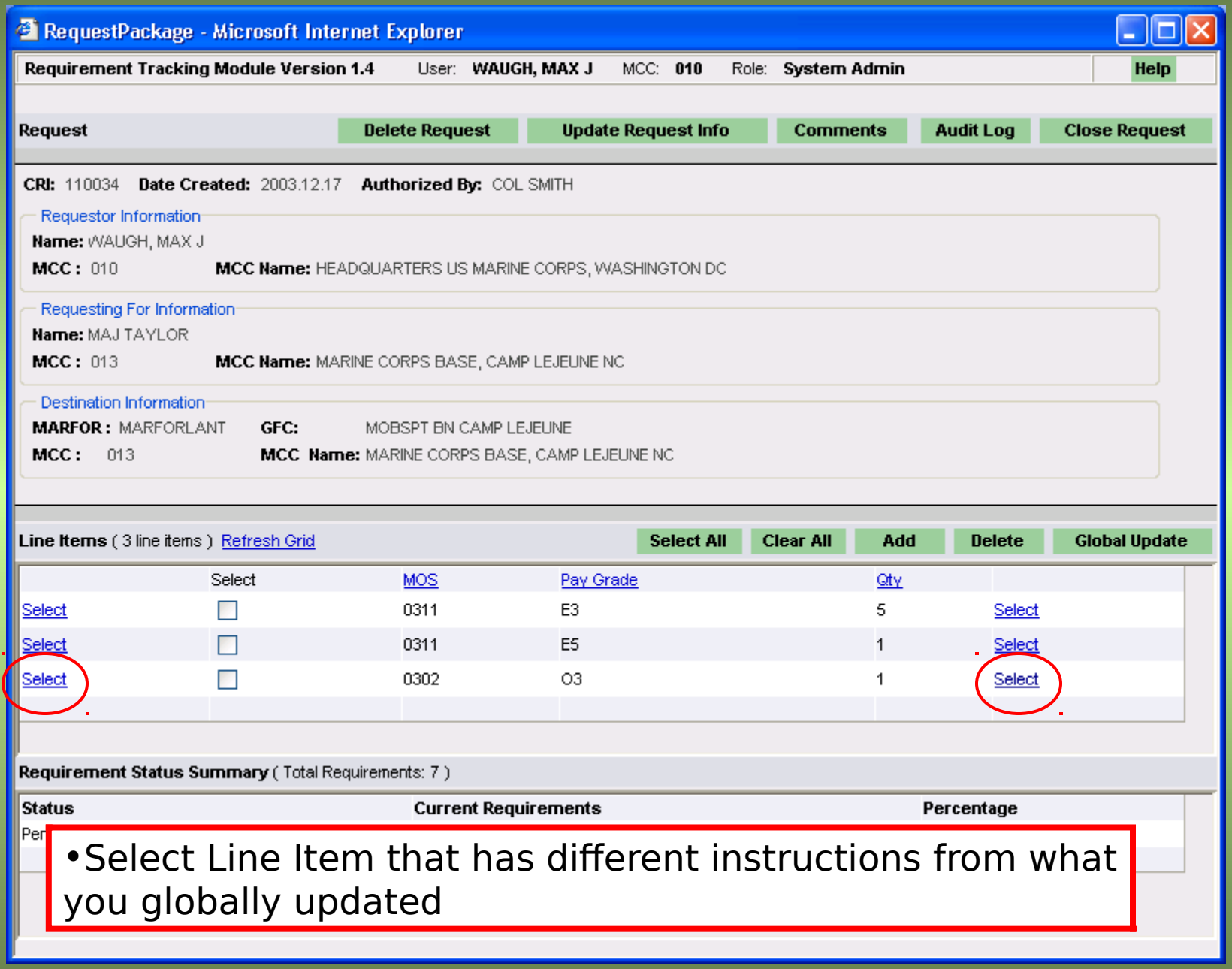
- Select “Destination” tab and enter appropriate information



- Enter appropriate information in the “Orders Information” tab
- NOTE: Enter info that is same for majority of requirements. You can then edit individual requirements that are different (will demonstrate later in presentation



- Select “Billet Group” that reflect requirements
- Provide justification for requirements
- Select “Save”


RequestPackage - Microsoft Internet Explorer
Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
Request
Delete Request
Update Request Info
Comments
Audit Log
Close Request
CRI: 110034 Date Created: 2003.12.17 Authorized By: COL SMITH
Requestor Information
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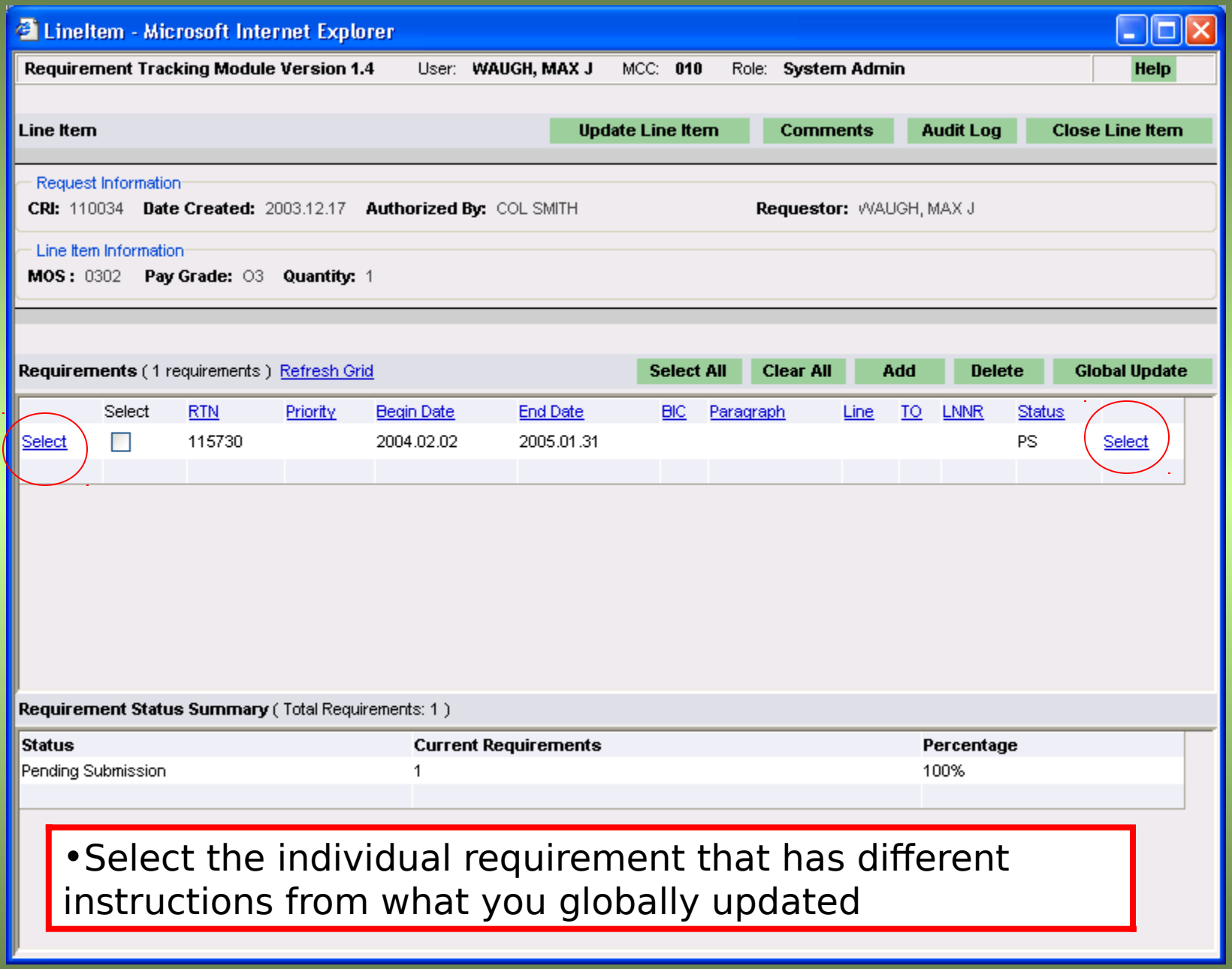
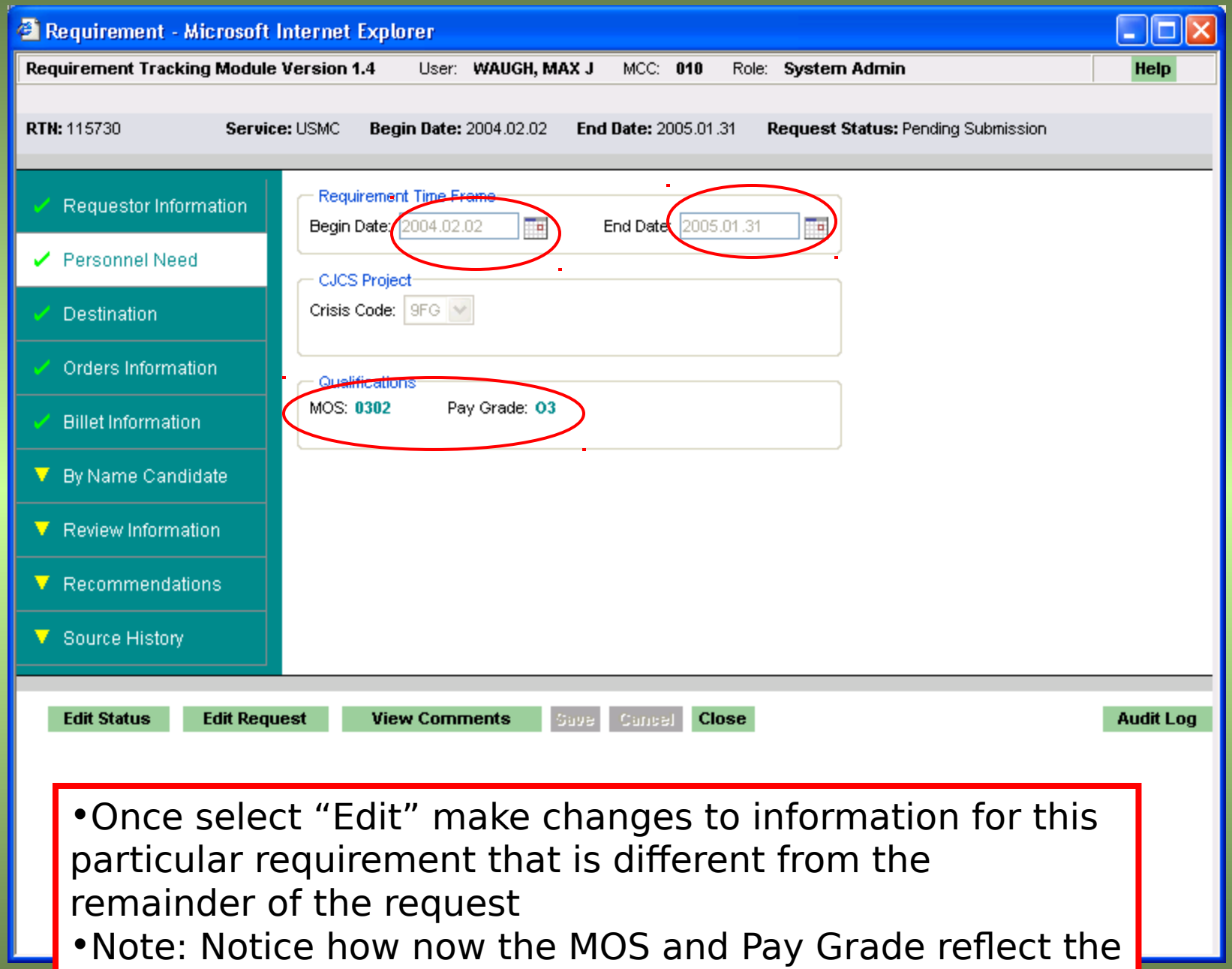
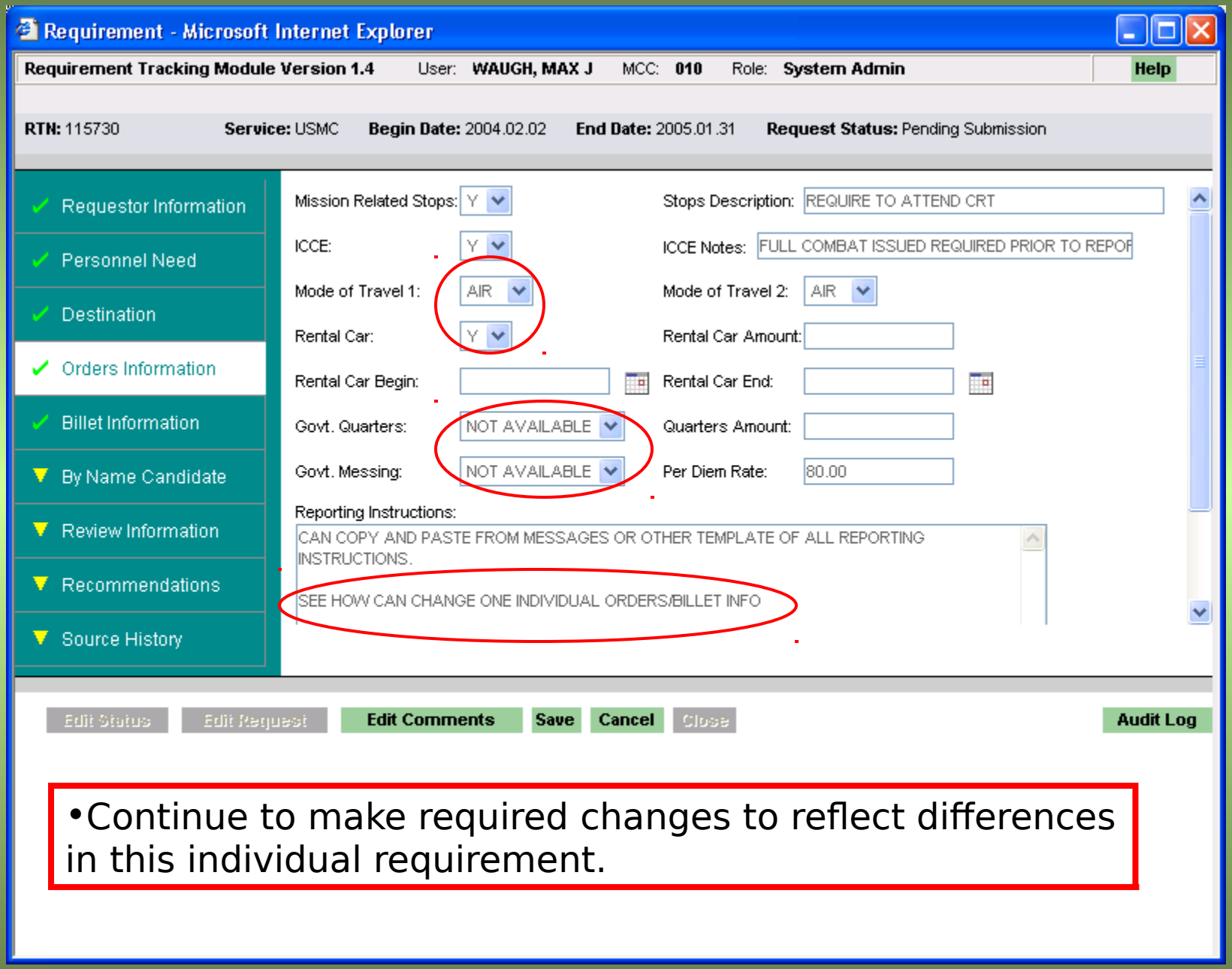
Destination Information
MARFOR : MARFORLANT GFC: MOBSPT BN CAMP LEJEUNE
MCC : 013 MCC Name: MARINE CORPS BASE, CAMP LEJEUNE NC
Line Items (3 line items) Refresh Grid
Select All
Clear All
Add
Delete
Global Update
Select MOS Pay Grade Qty
Select 0311 E3 5 Select
Select 0311 E5 1 Select
Select 0302 O3 1 Select
Requirement Status Summary (Total Requirements: 7)
Status Current Requirements Percentage
•Select Line Item that has different instructions from what you globally updated

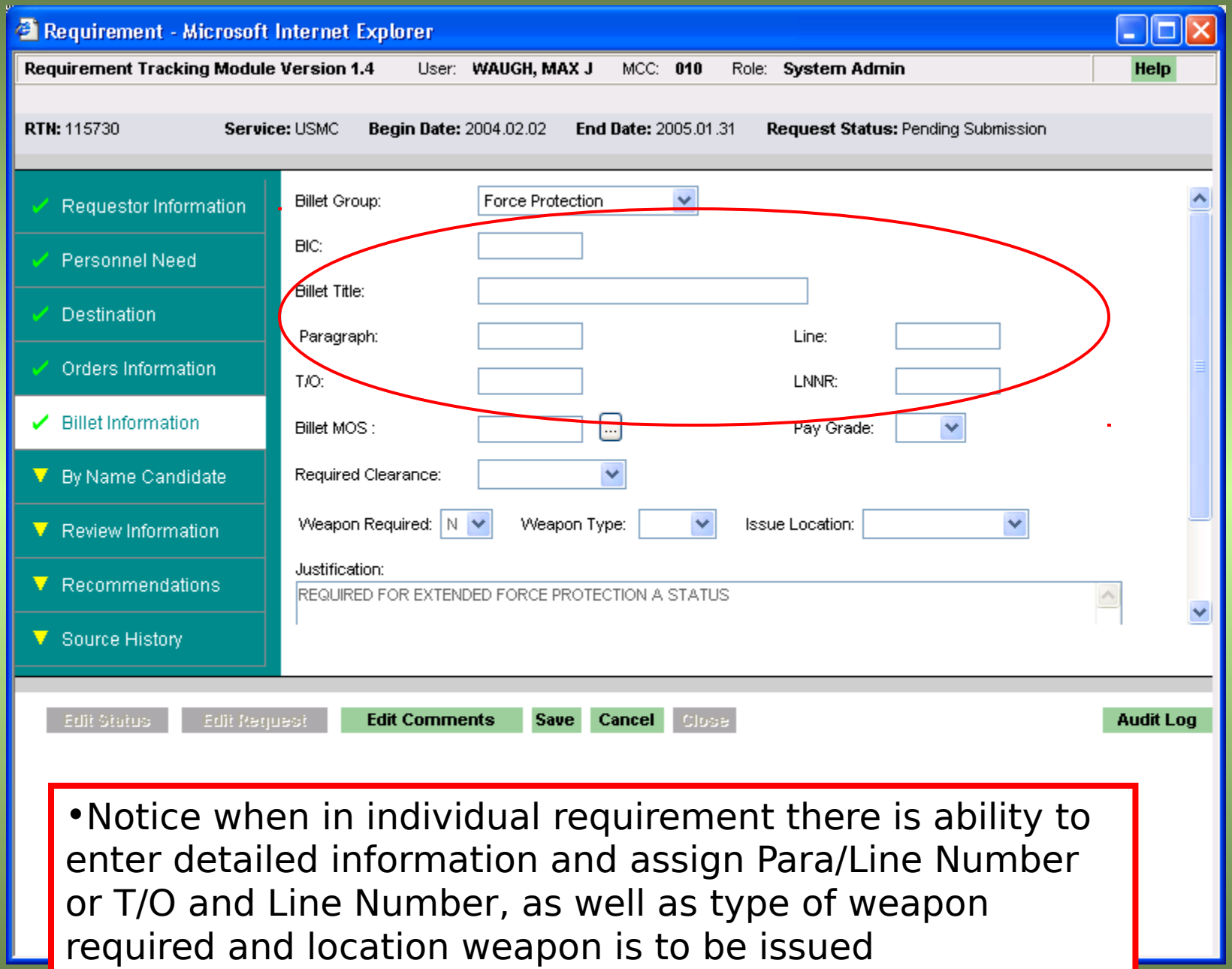

LineItem - Microsoft Internet Explorer
Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
Line Item
Update Line Item
Comments
Audit Log
Close Line Item
Request Information
CRI: 110034 Date Created: 2003.12.17 Authorized By: COL SMITH
Requestor: WAUGH, MAX J
Line Item Information
MOS : 0302 Pay Grade: O3 Quantity: 1
Requirements (1 requirements) Refresh Grid
Select All
Clear All
Add
Delete
Global Update
Select
RTN
Priority
Begin Date
End Date
BIC
Paragraph
Line
TO
LNNR
Status
Select
115730
2004.02.02
2005.01.31
PS
Select
Requirement Status Summary (Total Requirements: 1)
Status
Current Requirements
Percentage
Pending Submission
1
100%
•Select the individual requirement that has different instructions from what you globally updated



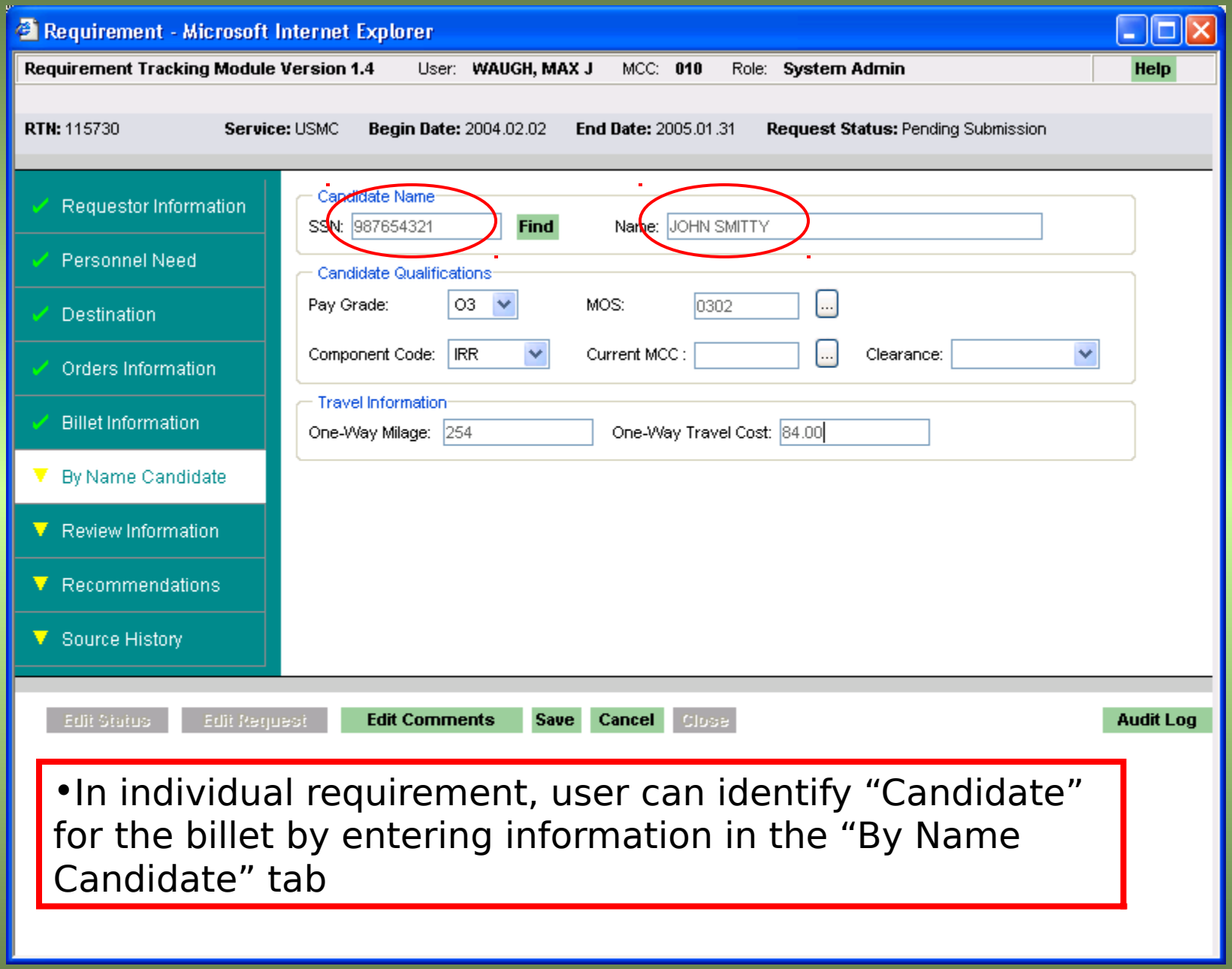
- Once select “Edit” make changes to information for this particular requirement that is different from the remainder of the request
- Note: Notice how now the MOS and Pay Grade reflect the individual requirement



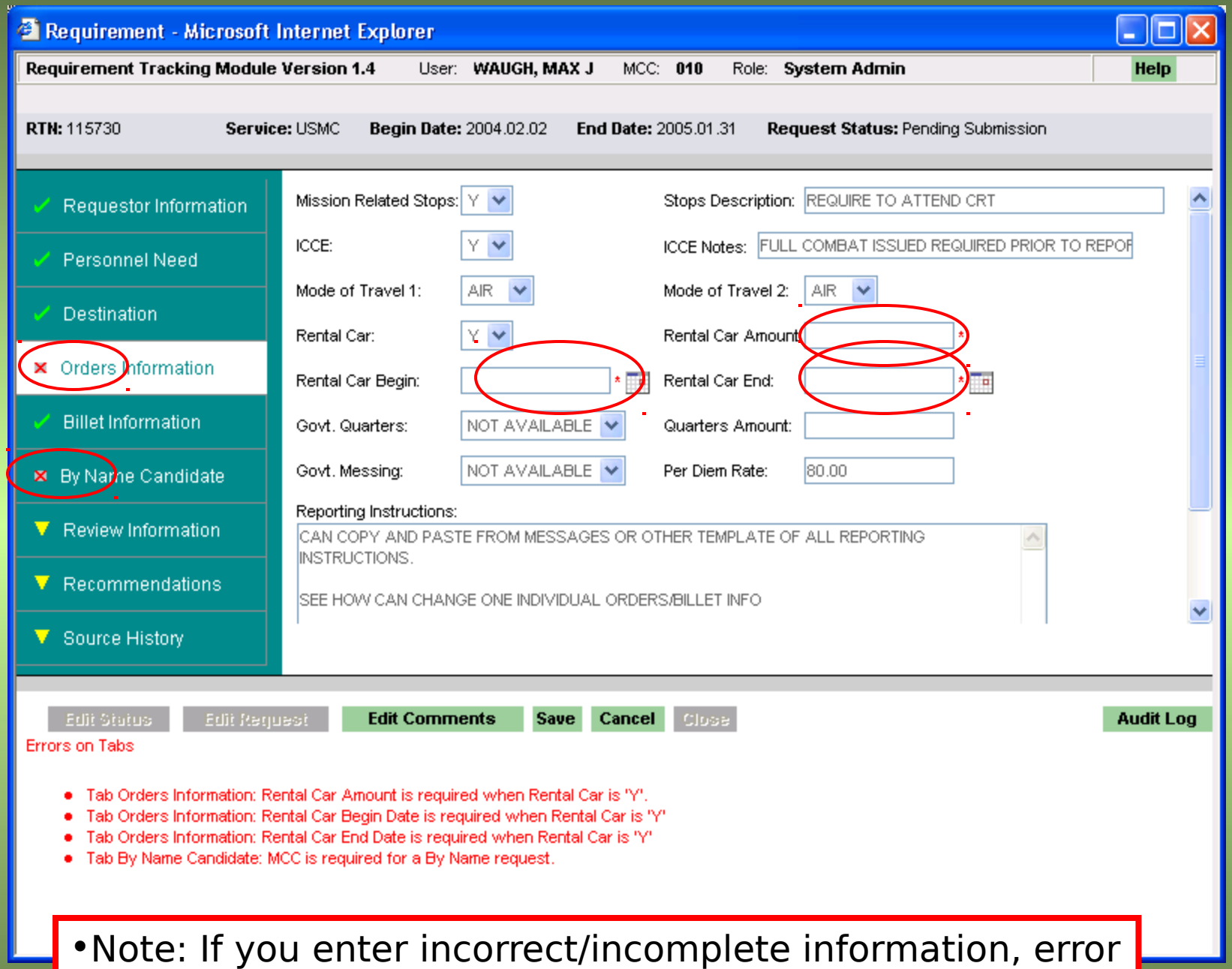
- Continue to make required changes to reflect differences in this individual requirement.



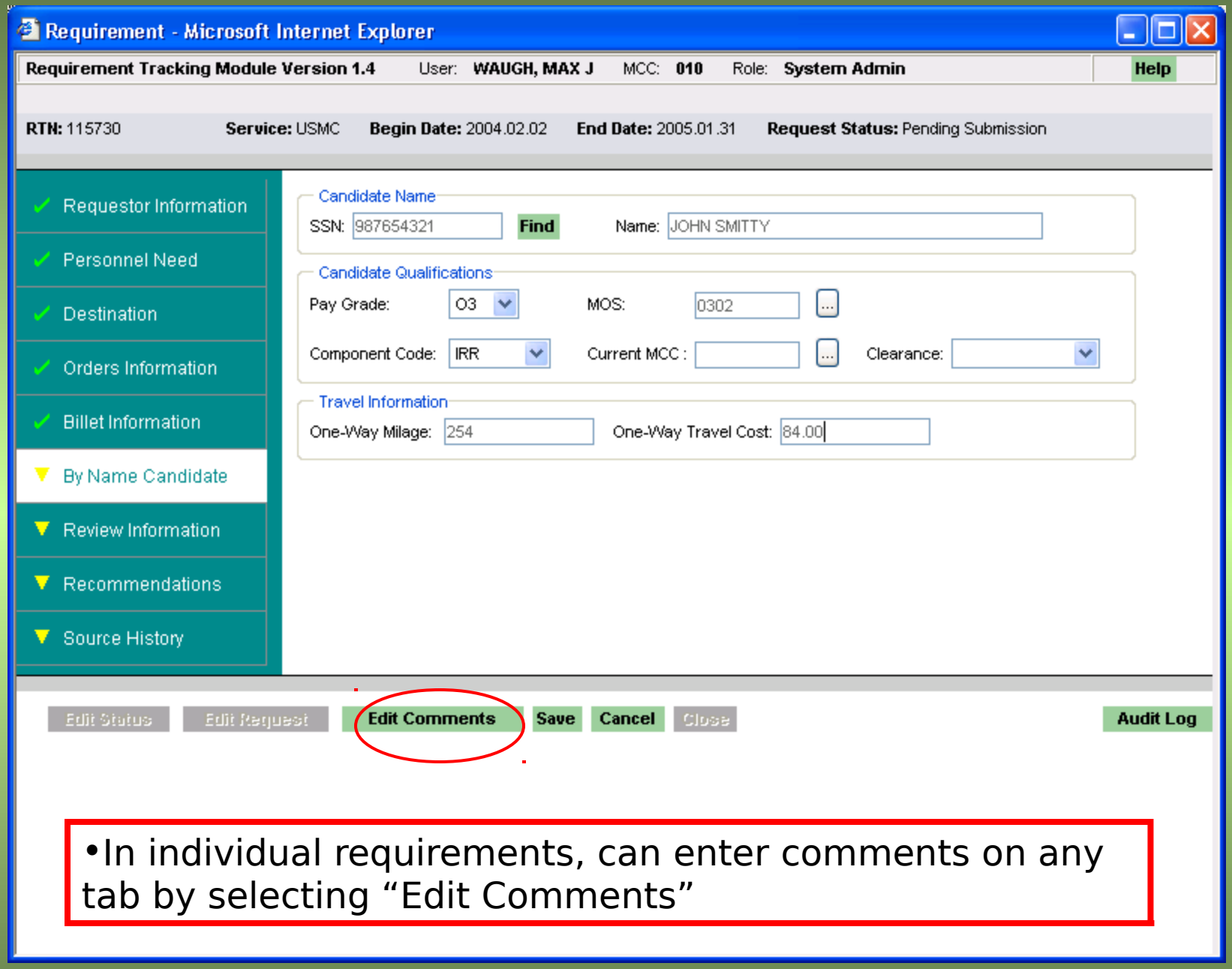
•Notice when in individual requirement there is ability to enter detailed information and assign Para/Line Number or T/O and Line Number, as well as type of weapon required and location weapon is to be issued



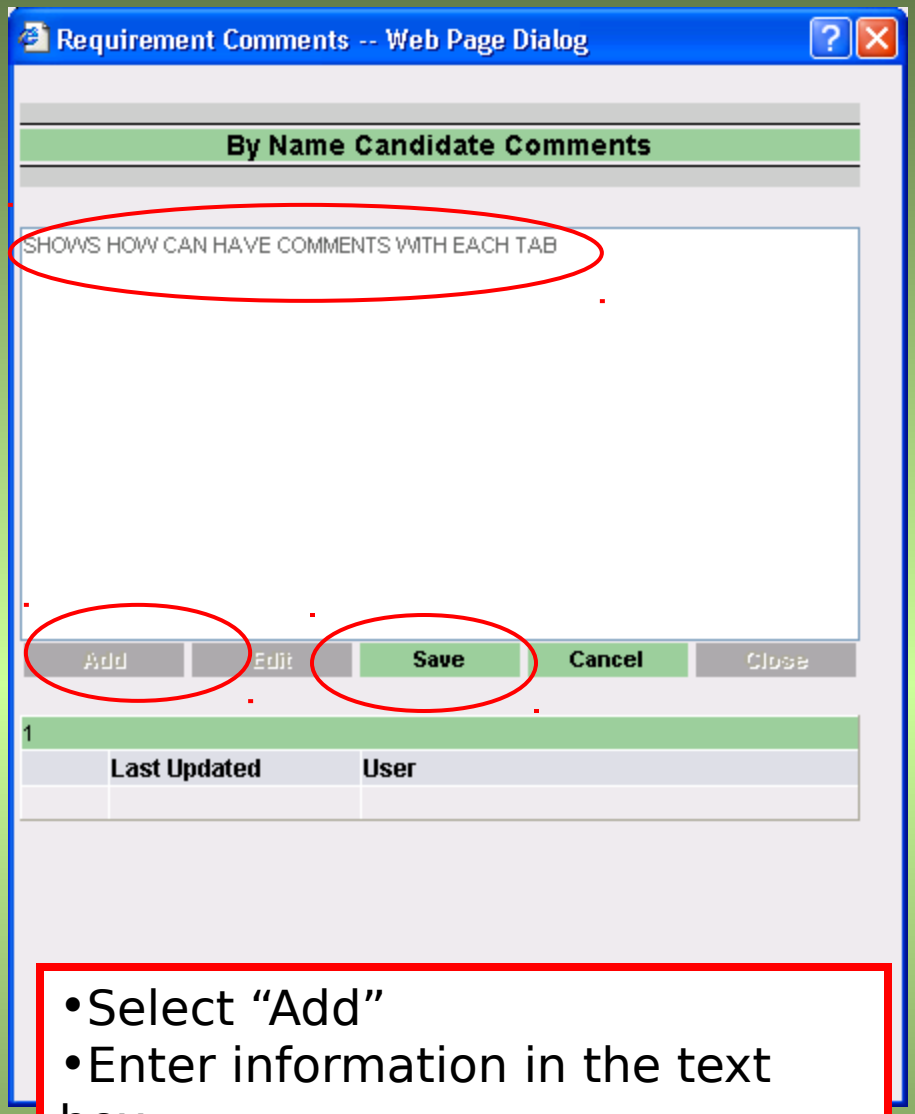
- In individual requirement, user can identify “Candidate” for the billet by entering information in the “By Name Candidate” tab


Requirement - Microsoft Internet Explorer
Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
RTN: 115730 Service: USMC Begin Date: 2004.02.02 End Date: 2005.01.31 Request Status: Pending Submission
Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History
Mission Related Stops: Y
Stops Description: REQUIRE TO ATTEND CRT
ICCE: Y
ICCE Notes: FULL COMBAT ISSUED REQUIRED PRIOR TO REPOF
Mode of Travel 1: AIR
Mode of Travel 2: AIR
Rental Car: Y
Rental Car Amount:
Rental Car Begin:
Rental Car End:
Govt. Quarters: NOT AVAILABLE
Quarters Amount:
Govt. Messing: NOT AVAILABLE
Per Diem Rate: 80.00
Reporting Instructions:
CAN COPY AND PASTE FROM MESSAGES OR OTHER TEMPLATE OF ALL REPORTING INSTRUCTIONS.
SEE HOW CAN CHANGE ONE INDIVIDUAL ORDERS/BILLET INFO
Edit Status
Edit Request
Edit Comments
Save
Cancel
Close
Audit Log
Errors on Tabs
Tab Orders Information: Rental Car Amount is required when Rental Car is 'Y'.
Tab Orders Information: Rental Car Begin Date is required when Rental Car is 'Y'
Tab Orders Information: Rental Car End Date is required when Rental Car is 'Y'
Tab By Name Candidate: MCC is required for a By Name request.

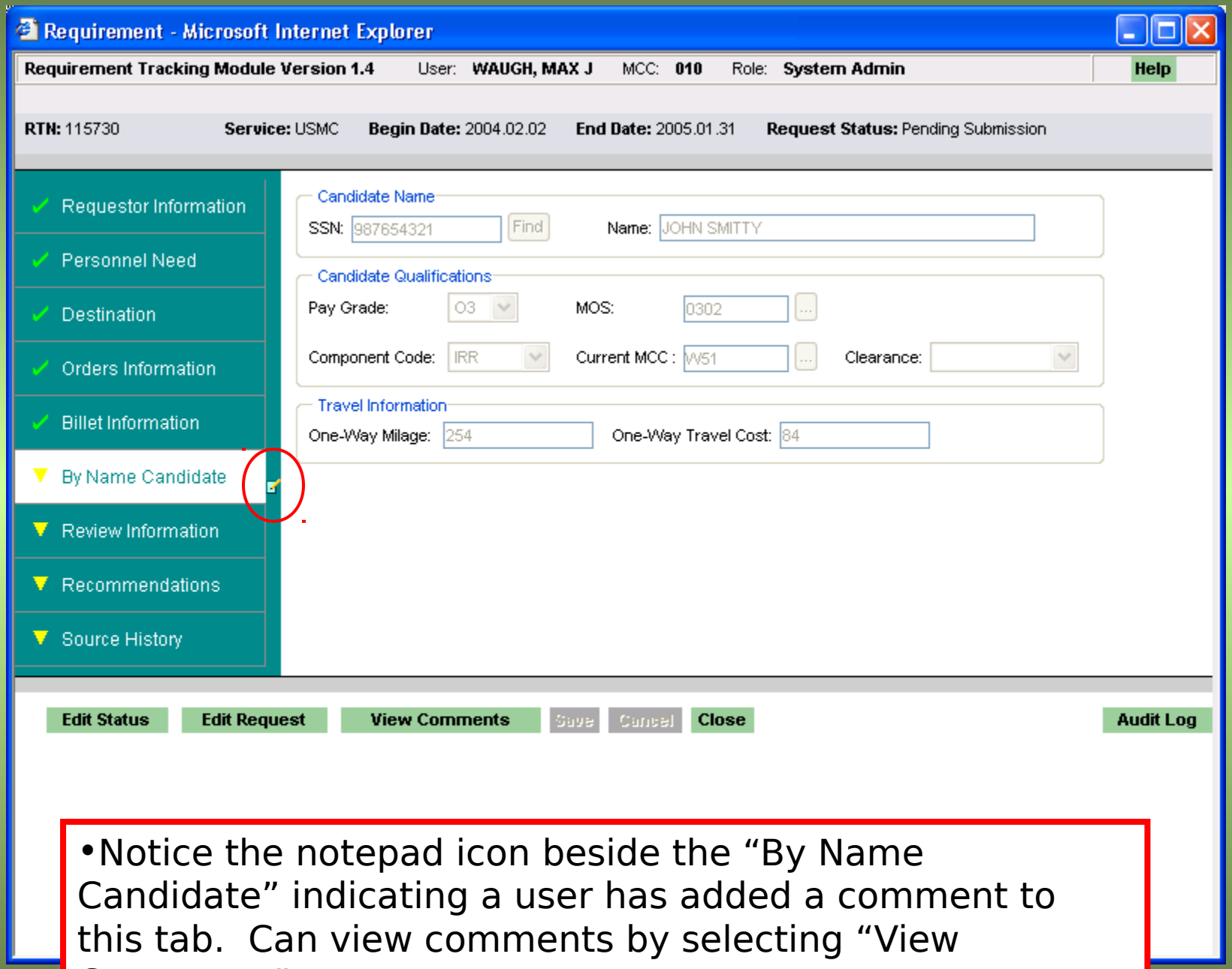
•Note: If you enter incorrect/incomplete information, error messages will be displayed



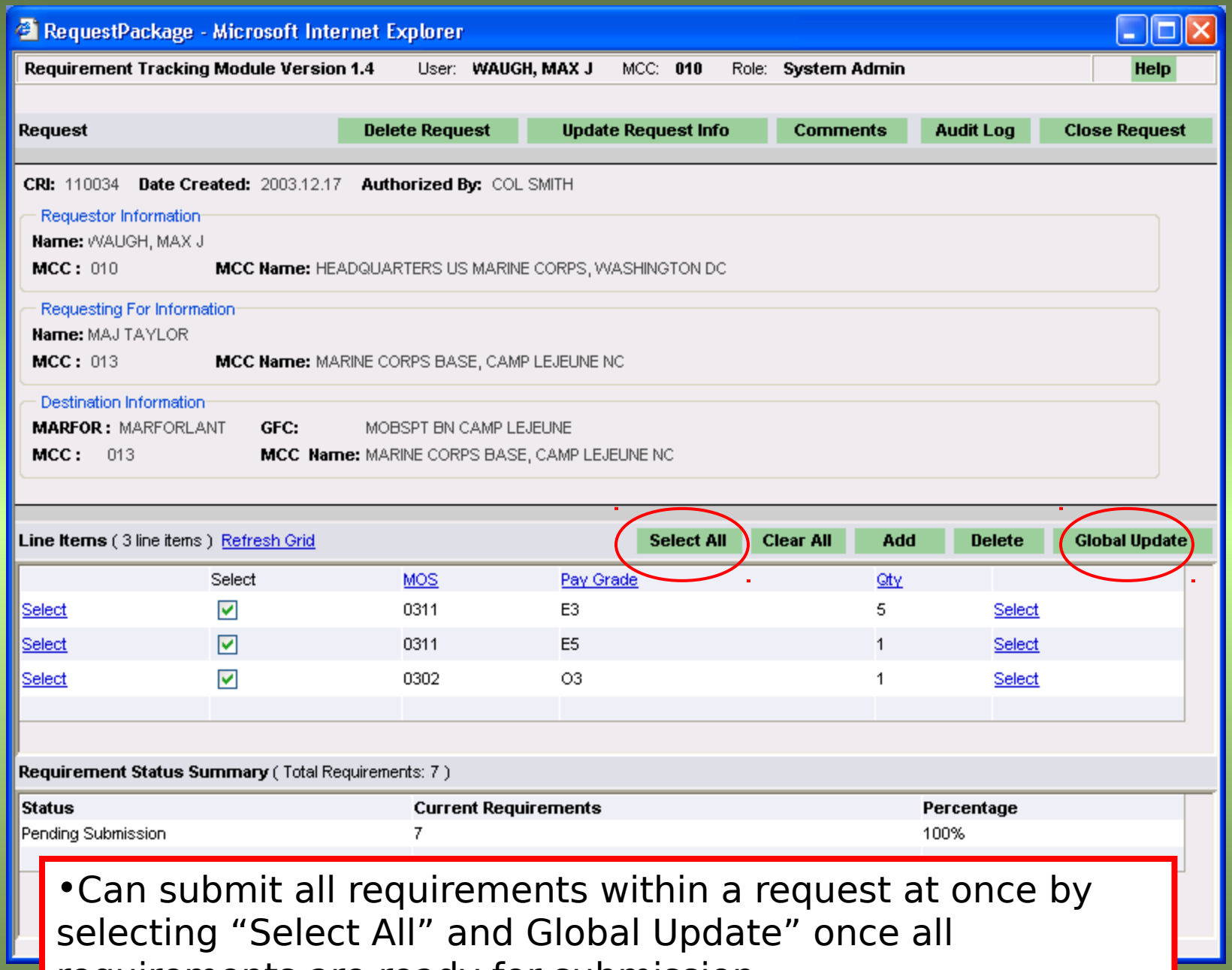
•In individual requirements, can enter comments on any tab by selecting “Edit Comments”



- Select “Add”
- Enter information in the text box
- Select :Save”



•Notice the notepad icon beside the “By Name Candidate” indicating a user has added a comment to this tab. Can view comments by selecting “View Comments”


RequestPackage - Microsoft Internet Explorer
Requirement Tracking Module Version 1.4 User: WAUGH, MAX J MCC: 010 Role: System Admin
Help
Request
Delete Request
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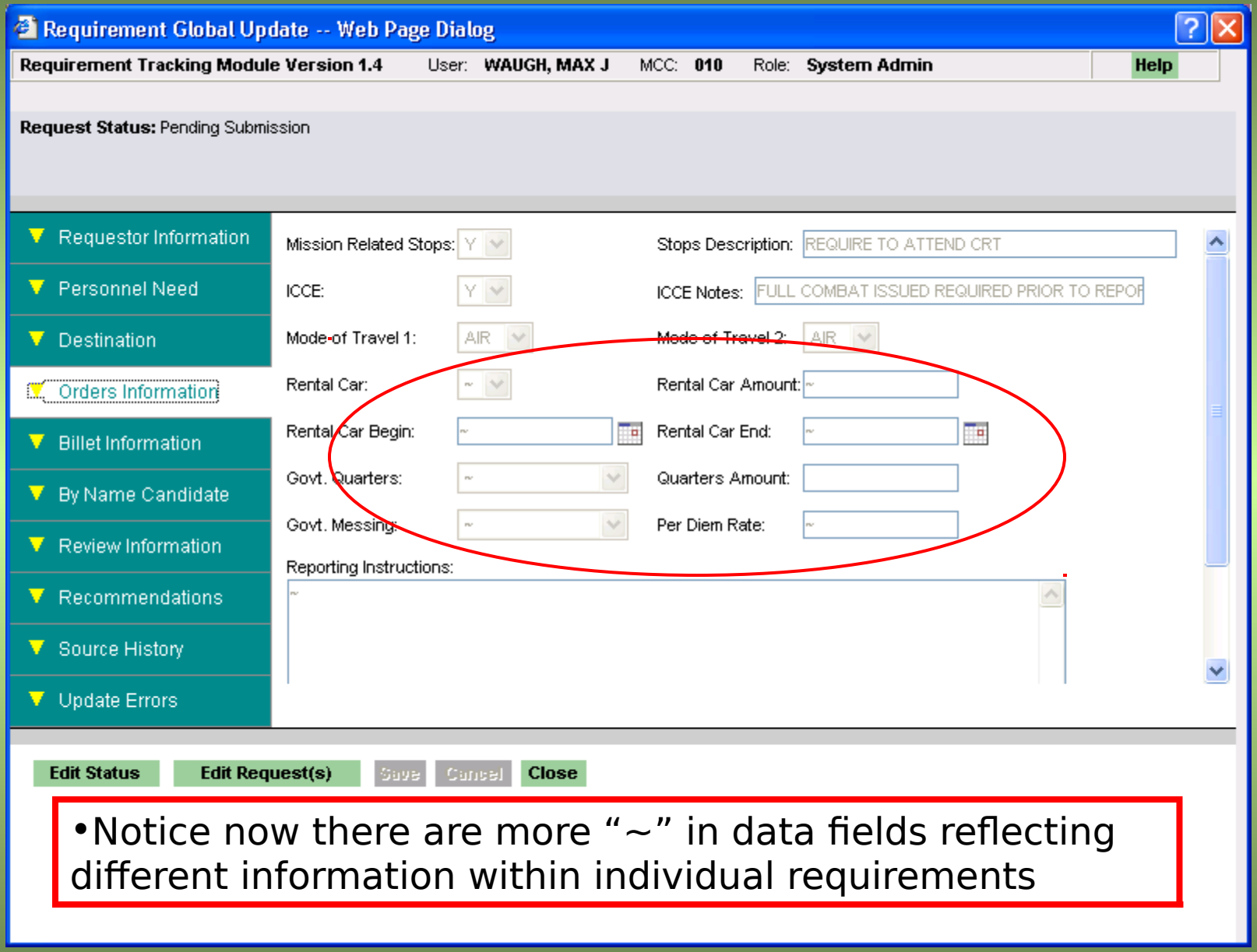
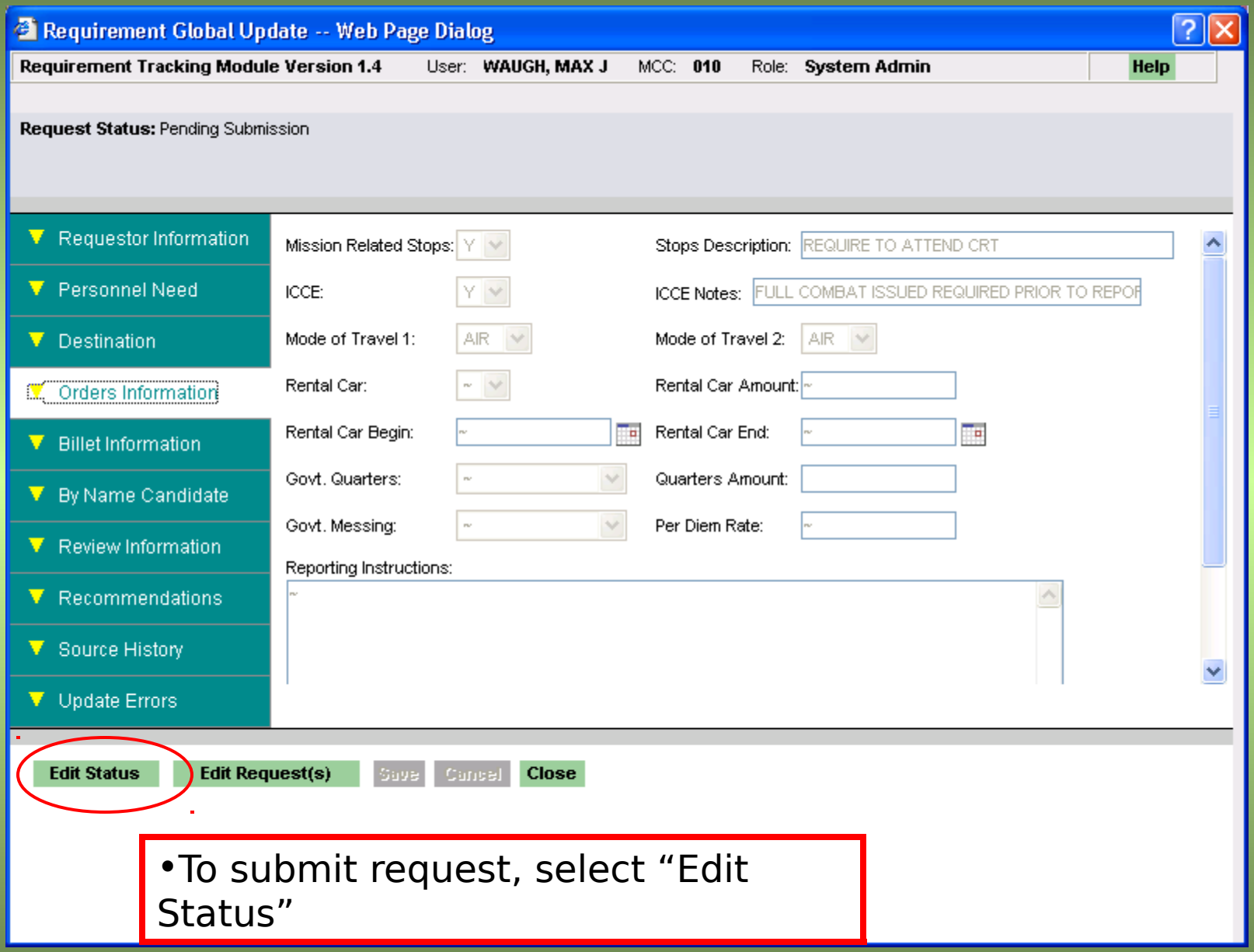
Line Items (3 line items) Refresh Grid
Select All
Clear All
Add
Delete
Global Update
Select MOS Pay Grade Qty
Select 0311 E3 5 Select
Select 0311 E5 1 Select
Select 0302 O3 1 Select
Requirement Status Summary (Total Requirements: 7)
Status Current Requirements Percentage
Pending Submission 7 100%

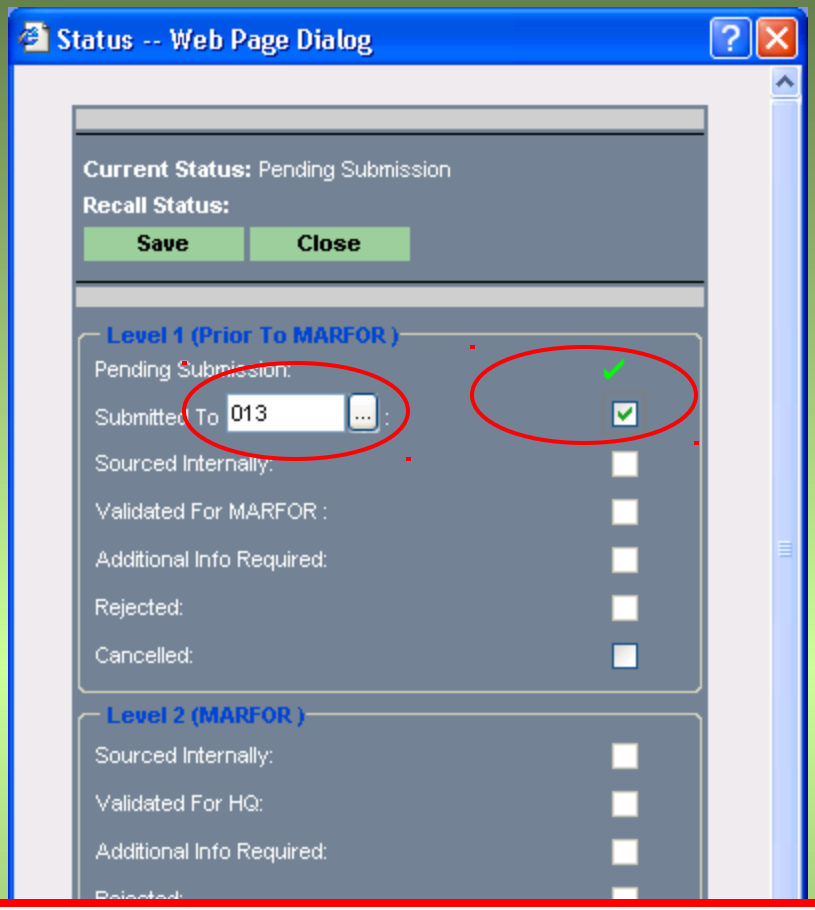
- Can submit all requirements within a request at once by selecting “Select All” and Global Update” once all requirements are ready for submission



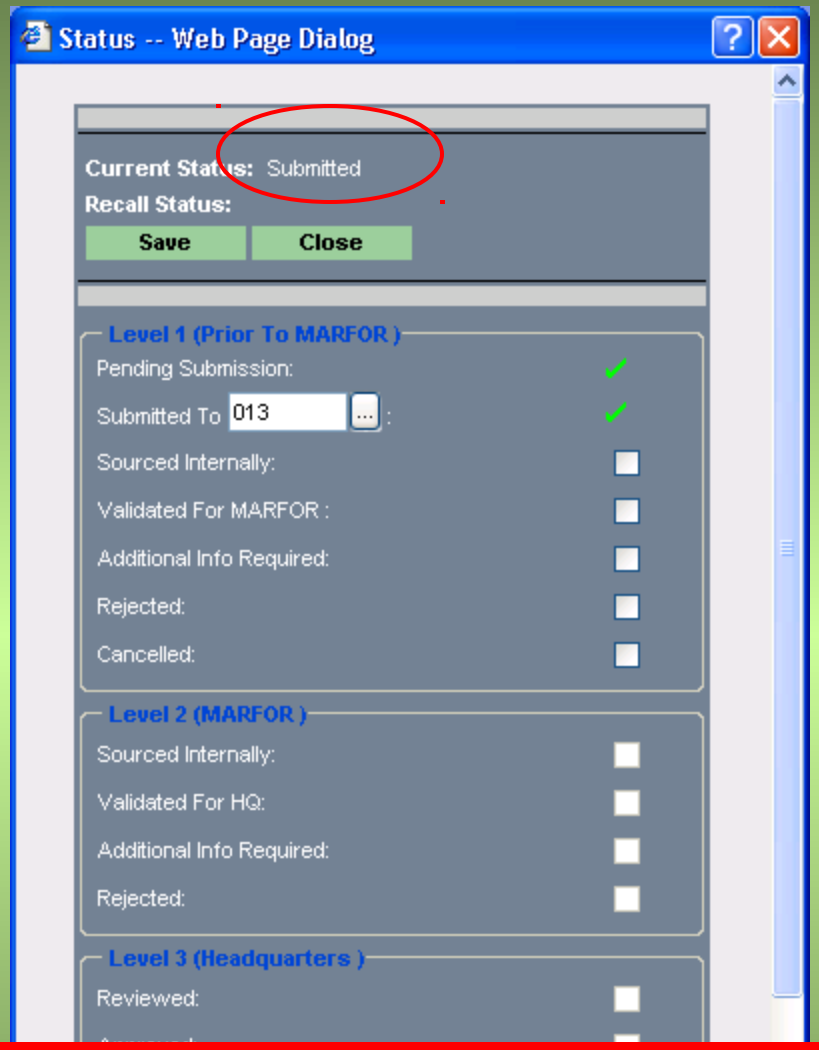
- Notice now there are more "~" in data fields reflecting different information within individual requirements



- To submit request, select “Edit Status”



- Can submit “Chain-of-Command”
- “Submitted To” allows user to submit to level lower than “MEF” equivalent.
- Then simply click in box to indicate, by green check, that request is to be submitted and click “Save”



- Notice, status has now changed to “Submitted”
- Note: All requirements within the request have been submitted to MCB Camp Lejeune, Manpower for validation for further submission to MARFORLANT.

- In our example, the requirements have been submitted to MCB Camp Lejeune.
- MCB Camp Lejeune now has requirements for action.
- MCB Camp Lejeune can take various actions on each requirement within the request.
- Those will be covered in Lesson 2: Verifying IA requirements to MARFOR or Internally sourcing Requirements.

SUPPORT

Additional documentation can be found in the MCMPS Help files.

For any questions regarding this system please call Dr. David Danner or Mr. Max Waugh at (703) 903-4972.